

Saturday Market Board Meeting Minutes

June 7, 2017

Attendance: Alan Pointer (chair), Paula Gourley, Eli Mazet, Willa Bauman, Maria Moule Excused: Deb Schussler

Staff: Kim Still, Courtney Kauffman, Beth Little

Recorder: Diane McWhorter

Guests: Colleen Bauman, Ritta Dreier, Lynn Brown, Tym Mazet, Craig Butler, Teresa Pitzer, Misy Hansen, Jill Krol, Dru Marchbanks

Introductions and Announcements: Intros around the room. Announcements: There was a wellness event at the Fairgrounds and a possible resource of the Trauma Healing Project as a conflict-resolution process. Craig Butler announced that he is still willing to work with the Survey Crew on uses for the Survey Monkey subscription, for a possible member survey or other type of information gathering project.

Pressing Member Issues: Jude Toler sent a letter asking for a one-point waiver for this year's Holiday Market, so that she can retain her Booth Holder of Record status. She will have enough points for 2018.

***Motion: Grant the one point waiver for Jude and Jeff Toler for their status as BHOR. (Paula/Eli) 3-0-1 (Maria) Motion passed.

Parking Complaint: Dune Erickson, whose reserve booth is in the interior of the West Block, reports a continuing problem with people parking in the south loading spaces before they are assigned space, making it difficult for reserved members to access their spaces. Staff will make signs for the parking meters and speak to members using that area.

Scent Mitigation Solution: Jill Krol brought an example of a small (6" cube) Plexiglas box that could be used to cover soaps to contain scents. She estimated that they could be purchased for around \$6 online or \$20 locally, and a knob could be attached to allow them to be easily lifted. She thought it would cost about \$350 to purchase them and did not feel that she could afford it. Reports are that they may not actually mitigate the scent, and such solutions are difficult to bring to and from Market without damage, so further testing would be needed. The Board thanked her for her research, and will return to the issue at a future meeting.

Agenda Review: No changes

***Motion: Accept the agenda as written (Maria/Paula) All in favor 4-0-0

Approval of Minutes: Minutes of May 3, 2017 Regular Board Meeting, May 16, 2017 Special Session, May 16, 2017 Executive Session, and June 1st Executive Session, The June 1, 2017 minutes were not available due to an internet glitch.

***Motion: Accept the minutes package (Maria/Eli) All in favor 4-0-0

Administrative Report: Courtney: Things are going fine, and all the help and support is appreciated. Beth: Writing a "From Beth" was a way to introduce the change to the members. She reminded the Board that they don't have to act on everything, but that every member deserves a chance to be heard. It is significant to honor everyone. She reviewed the books and approved the smart and savvy changes to them. She is taking a mentorship role and not the lead management role, which is being filled by Courtney and the rest of the team. The insurance audit is a regular occurrence and not a worry. Beth asked Jennifer (Site Manager) to check on all of the anchors to make sure everything is secured.

Kim: Vanessa has a family emergency and will be leaving for a short time in early July, without missing a Saturday. Kim will notify Amanda about the short ballot-counting timeline for the June 10th election.

Discussion: The banner poles need repair and Facilities has been notified, with a dialogue continuing this week. Good to see that Site Crew had a full staff last week. Everything is still on schedule for Holiday Market applications.

***Motion: Accept the Administrative report (Paula/Willa) All in favor 4-0-0

Advertising Update: Kim showed the redesigned map, which is now available Market-wide. She designed the Guidebook cover, and listed most of the entertainment schedule in the Eugene Weekly Summer section. The calendar listing has not been including entertainment, but she will follow up with the editor. The 150th Anniversary edition of the R-G had a special ad with photos from our history. Cigar Box Guitar Day got excellent coverage in the R-G. Don Kahle has written a column about our management change which Kim approved. The HM renewal postcards are at the printer. The members requested number signs for booths since they are listed by number in the Guidebook, but stuffing the envelopes with them each week would take too much staff time, so members are encouraged to make and display their own number placards.

***Motion: Accept the Advertising report (Eli/Maria) All in favor 4-0-0

Treasurer's Report: Misy said a written report was not available but she did meet with Pam and sent the tax info to Hilary. The paid minutes-takers can be independent contractors and Beth will be listed as an employee.

***Motion: Accept the Treasurer's Report (Paula/Eli) All in favor 4-0-0

Committee Reports: Budget Committee: Lynn reported on the May 18th meeting (thanks to Misy for the minutes transcription). They discussed salary ranges for the two positions and suggested that those could be flexible amounts to allow adjustments in case, for instance, one of the chosen hires has another source for health insurance. The budget now includes an amount for the Stage Manager position. The committee passed a motion delineating wages and hours for a transition period with the former Manager, which is now moot as a subsequent transition plan was adopted by the Board. They also allocated profits, which had been in the checking account, for investment in a CD. Another higher interest CD may be available so the Board approved a flexible plan. There was a correction to page 2 of the minutes, changing the period of 2014-2015 to 2015-2016 in the discussion of the CDs.

Discussion: The chairs in the Food Court are in terrible shape and look grimy. The tables were supposed to be sanded and refinished but that did not happen. There is no tax advantage to purchasing them now but consideration should be given to the appearance of all equipment and the possible switch to stackable rather than folding chairs. Scheduling those repairs and purchases should be put on a list for the future. Investing in our Market might be preferable to savings which earn little interest, and there is some support for investing in gold bars or other things that appreciate instead of CDs which are at very low interest rates. Most higher-interest CD "sales" are for individuals and not organizations or businesses. However, replenishing savings was a goal for the past several years for a sustainable, healthy financial picture.

***Motion: The Board will approve moving \$20,000 from the checking account into a CD at Washington Federal for a term between 15 and 24 months, to obtain the best possible rate. (Eli/Paula) 4-0-0. Passed.

***Motion: Bring a CD that is up for renewal in September to \$20,000 and bring it to a 3-year term. (Willa/Maria) 4-0-0. Passed.

***Motion: Accept the Budget Committee Report (Eli/Paula) All in favor 4-0-0

Personnel Committee: Willa reported on the May 23rd meeting. They agreed with the Budget Committee recommendations for the salary ranges, keeping them open for negotiations with the new hires. Offer letters will be generated to the chosen persons, and contracts filled in after the offers are accepted or negotiations are complete.

***Motion: Accept the recommendation of the Personnel Committee (Willa/ Maria) All in favor 4-0-0

The minutes of the May 23rd meeting were incomplete and will be tabled to the next meeting.

Willa reported on the June 6th meeting. There is no existing contract for the Promo Manager position. One will be drafted and brought to the 6-14 Board meeting. The Committee recommended that legal advice be sought to review the contract draft. There are questions about the legality of background and credit checks at the present time. It was suggested that BOLI has a legal fund that protects confidentiality to inquiries of this sort and would be a logical place to begin research. Perhaps the Small Business Downtown Center would be helpful, or the OR Nonprofits Association. Paula will do the research. It was suggested that some duties of this comprehensive position might be shifted to volunteers.

The Committee suggested that Personnel Policy regarding vacations be clarified, as the language is ambiguous. The following policy was recommended:

IV:E: Paid Vacation: Each permanent eligible employee may take one week of vacation upon completion of one year of service ~~beyond the probationary period~~, two weeks of vacation upon completion of two years of service, three weeks of vacation after four years of service and four weeks of vacation upon completion of five years of service. Accrued paid vacation must be used within the year after it was accrued. Vacations must be approved by the General Manager and General Manager vacations must be

approved by the Board of Directors. Vacations must be taken at a time convenient to Saturday Market, generally during the off-season.

Discussion: Confusion over the types of probationary periods resulted in the striking out of that clause. The "use it or lose it" clause is an industry standard to encourage the employee to use the vacation time. The language of each detail is important. The off season is actually busy for staff so not necessarily the time best for extended vacations, and staggering them during the season might be healthier for the Market. It's important to remember that employees do plan their time off to fit conditions of their workload and schedule, and have the interests of Market at heart. Trusting them to make good decisions is part of empowering them to feel respected and in control of their positions and choices.

The Committee will also work on policy for resignations and check payroll law for compliance.

***Motion: Accept the recommended changes in the Personnel Policy (Willa/Eli) Withdrawn.

***Motion: Accept the Personnel Committee recommendation with the amendments removing the probationary period and the off season requirement (Willa/Maria) All in favor 4-0-0

The committee recommended a yearly contract review for the GM and PM at which time the contract would be re-signed. They recommend tying that to the evaluation schedule.

***Motion: Accept the recommendation to enact yearly contract review tied to evaluation. (Willa/Eli) All in favor 4-0-0.

Discussion: This gives the opportunity to renew accountability and has the advantage of bringing new Board or Committee chairs up to date as well. The board was reminded that it is essential to understand the differences between staff and members, many of whom do not have employees in their businesses and may not have experienced being employees.

***Motion: Accept the Personnel Committee report (Maria/Eli) All in favor 4-0-0

Standards Committee: Teresa reported that the work plan has been suspended for the transition. Courtney will be handling Notices of Concern with the help of Teresa and Paulette if needed. Screenings and orientations will be held as usual. The committee approved cake mixes and sauces pending label alterations, kids clothing, and discussed the scent mitigation issues with guests. Wrapping scented products was not recommended at this time, but many ideas to assist members with sensitivities and members with scented products were discussed. These included: Map adjustments with possible changes to the point policies to allow members to be moved; returning to examining curing times and beginning to discuss specific formula adjustments; discussing other ways to address smells and atmospheric conditions at the market; and continuing to look at the greater society efforts to address the problems.

***Motion: Accept the Standards Committee report (Paula/Eli) All in favor 4-0-0

Downtown Developments Task Force: Diane reported on the May 24th meeting of the Task Force, which followed a meeting with city staff from Planning, Facilities, and Cultural Services. At that meeting the Placemaking Team (Diane, Colleen, Gary) received updates on programming, the deck plans, and other plans for the Park Blocks. Solutions were discussed for moving the porta-potties if they conflict with the deck footprint, "stretch shapes" that will be hung in the park, and storage on site. Ramps and concrete do not appear to be part of the plans at this time. The Team submitted a document called "Stakeholder Agreements" to the city staff, but there was not time to fully discuss it. In particular, the agreement about construction during the off season seems essential to secure agreement on; followup will be done.

Since the meeting a crosswalk proposal map has been circulated by City Staff. This will be at the intersection of Park and Oak. There will be a stop bar on Oak with a crosswalk protected by a painted area with planters and plastic delineator posts, and a narrowing of Park to one lane at the crossing. The Traffic Engineer will provide signage. There are no anticipated costs to the Market, but it will be a change in our traffic patterns at loading times especially. The safety factor is huge, as confused and frustrated drivers on Oak do not at present know how to proceed. No planters will be placed on the corner where the Info Booth stands. Two parking spaces will be added on Oak but won't be available on Saturdays. A bike corral may be placed in the space on the NW corner of the intersection.

Discussion: A tiny newsletter will be prepared on the two big changes of the deck and the crosswalk. The bike racks we use will still be necessary even if a bike corral is added, although better ones would be much desired. In the redesign more bike loops could be added in many locations. As far as is known, the bike share program will not have stations at the Park Blocks. While the bumpouts of the crossing will be frustrating at first, the net gain in safety is really important to the public and the city, so leaders can model positive attitudes about it. Doing private commerce on public land is a challenge but it's important to remember we are renters for one day only.

The City staff did not give any information about the PPS final plan except to say that the timeline and schedule will not be followed as in the recommendations from the consultants. The interventions that are being done this summer will test whether or not the atmosphere and use of the Park can be shifted to a more positive one.

A petition, address to the City Council, or other official response can be generated but this time is so busy that the Team would rather wait a month or two to make sure it is an effective and thoughtful response. Knowledge about how the decision-making is done, who the individuals are to appeal to, and what the actual City plans will be, can be accumulated. Having a transition plan would be good for ourselves, but would undermine our position that we can't close and we can't move. Staying on point that we have a 9-month season and we need to be accommodated for that time is important. A Board resolution could be carried forward. It's important to know what the City is really planning, and when the most effective time to respond would be. There are options to how we respond that we should consider. At an earlier meeting it was clearly stated that the Market does not want to move.

Our organization has the power to work with the city for mutual goals and also to oppose the plans if necessary. The City so far has been most respectful and is trying to keep affects on our event to a minimum while still bringing new people to the city center during the other six days of the week. They know they must include us in the planning process and our relationships are good. The Placemaking Team will be happy to work with a new GM but is enjoying the work challenges and plans to keep monitoring the actions of the city and county to watch for opportunities for feedback. Having some statistics on our economic impact would be helpful.

The crosswalk and deck are planned to be in place by the end of the month. Feedback on those will be important.

Street Team: Kim reported that the Guidebook Flipbook is running and the book itself will be distributed on the 17th. Some holders will be available. They are planning to do a workshop on how to use Canva.

Laptops and a printer have been donated by Next Step but still need a sign-out system and places in the office to put them.

Holiday Market: Paula reported that the committee held elections and the Co-Chairs will be Paula Gourley and Deb Schussler. The elf ornaments may be changed but are still in discussion. The Elf Parade will probably be Sunday 11-19. They are looking at decorations and a better mat for the south door.

***Motion: Accept the Holiday Market report (Eli/Willa) All in favor 4-0-0

Old Business: Search Process Update: Colleen reported that the Promo Manager Search Committee met and discussed the documents provided on the needs of the organization, timeline, Ideal Candidate Profile, Resume evaluation form, etc. They recommended a six-week buffer or overview on content generated by the new Promo Manager to continue our strong brand recognition and ensure quality presentation. The training from Kim and the Street Team as a resource will provide guidance. They recognized that Kim has been providing much of her own equipment (cameras, phone, etc.) and feel it would be better to use Market-owned equipment, partly because then the Market also owns the content and has more oversight. They suggest that the finalists be given a media task or two to show their skills as well as providing a portfolio.

Willa reported that due to scheduling problems the GM search committee will have their first meeting next Monday the 12th. They will do much the same introductory meeting (they've received materials by email) and in fact both facilitators are attending each other's meetings at this time to coordinate the efforts. The application deadline is the 9th, so they can begin to sort through the applications. There are about sixteen for each position. The deadline can be extended or late applications can be accepted and marked as late. All of the ads are generating lots of interest and generally many applicants wait for the deadline to submit.

Agenda for next meeting: Seat new Board members; Promotions Manager Contract; Personnel Committee minutes; Questions for applicants.

Followup on Scents: The Board has decided to respond whenever possible to pressing member issues. As members were not present, the Board did not discuss solutions, but Beth will speak with the members affected. No requirement to purchase boxes has been imposed at this time.

Meeting Evaluation: A reminder that meetings are open and people discussed should always have the opportunity to be present, which requires notification.

***Motion: Adjourn (Eli/Willa) All in favor 4-0-0 8:35 pm

Next Meeting 6-14-17, 5:15 pm