



# *Saturday Market*

**Annual Members Meeting**  
October 9, 2019



# Saturday Market

## Annual Meeting

October 9, 2019 – 2:00pm – 4:30pm

- **Introductions**
- **Board of Directors Report**
  - *Colleen Bauman- Chairperson*
- **Budget Committee Report**
  - *Dru Marchbanks*
- **Standards Committee Report**
  - *Teresa Pitzer*
- **Holiday Market Report**
  - *Rachell Coe*
- **Food Court Report**
  - *Janet Rosenberg*
- **Personnel Report**
  - *Colleen Bauman*
- **Sustainability Report**
  - *Julia Garretson*
- **Policy Task Force Report**
  - *Colleen Bauman*
- **50<sup>th</sup> Anniversary Task Force Report**
  - *Ritta Dreier*
- **Downtown Development Task Force**
  - *Diane McWhorter*
- **Kareng Fund**
  - *Diane McWhorter*
- **State of The Market Report**
  - *Kirsten Bolton – General Manager*



# *Saturday Market*

## **Board of Directors Report**

*Presented by Colleen Bauman*  
*Chairperson*

***Saturday Market Board of Directors***







# *Saturday Market*

## **Budget Committee Report**

*Presented by Lynn Brown  
Co-Chair, Saturday Market Budget Committee*

Budget Committee Report 2019  
10-9-19

Your budget committee currently consists of five members, Co-Chairs Dru Marchbanks and Lynn Brown, Tym Mazet - the Market's Treasurer, Willa Bauman and Maria Moule. An understanding of Market's economic history is an important asset, and this committee holds several decades of accumulated history.

I am happy to report that income is over our best guess last winter. We have had a couple of unusual or unforeseen costs this year. This year's budget was already completed before we were informed by the City that we would be getting the booths on the Plaza and we would be supporting a second information booth on that corner, along with the extra security costs during the first few weeks of our season. Due to this successful year for our members, Market has been able to absorb these extra costs, a significant portion coming from the Plaza booths themselves without busting the budget. The "God, guns and Trump" protest was not as damaging as might have been thought. Basically it was just a rainy day in terms of Market income.

We did budget some extra funds in support of our 50th year celebration. We have all been enjoying the creative and Market promoting events this has funded. Perhaps some of these events will become part of our regular Market promotion program.

As you all probably know, Market has been building a new interactive data base that will integrate a number of data streams into one manageable interface. This has been a big undertaking. It is about to come to fruition. This is an example of Market building infrastructure that will serve us for years to come.

Challenges ahead may include adapting to the changes made to the Park Blocks as part of the City Hall and Farmers pavilion development. Your Budget Committee will be keeping a keen eye on any financial impacts, positive or negative, these changes may bring. The City is committed to minimizing the impact the changes will have on Market and Market has been playing an active role in determining the final outcome. A special thanks to Diane McWhorter for all her time and energy spearheading this process.

The budget committee next meets at the beginning of November to review how the second half of the Park Blocks season is materializing and our position going into Holiday Market.

A budget is only as good as the people who administer it on a day to day basis. I can't offer sufficient praise for Kirsten and her managerial team for their efforts in meeting both the monthly as well as the more important annual goals and limitations of the budget.

Your Budget Committee is looking ahead to helping guide the financial success of the oldest continuously operating outdoor arts and crafts market in the nation as we begin the next decade of success for all our members, present and future.





# *Saturday Market*

## **Standards Committee Report**

*Presented by Teresa Pitzer*  
**Chair, Saturday Market Standards Committee**

## STANDARDS COMMITTEE REPORT FOR ANNUAL MEETING

The Standards Committee is a valuable and vital part of the market because it keeps the market what it was and is intended to be, a source of art and crafts made by the person selling it.

The Standards Committee interviews all new market members to make sure that they follow the tenets of the Saturday Market which is the maker is the seller - that the person representing the item for sale at the Saturday Market is the maker of the item. And they brought it forth from basic materials using maximum amount of member contribution.

We talk with new members and ask them about their process. We determine that they know their craft and know how to make what they are proposing to sell. We ask questions to be sure that this is the case. When our screening team is not certain, the item is brought before the full Standards Committee where the person explains their process and the committee has a chance to ask questions. The committee then discusses and researches the item then makes the decision to allow or not. The person turned down by this process does have the option of taking their case to the Board of Directors.

During this year the Standards Committee has discussed what we are calling Member Legacy - who could possibly inherit your booth if you retire, pass away or just decide not to work it anymore. This will be an ongoing discussion for future years. We also discussed CNC, laser and plasma cutters. We are hoping to ensure that people using technology are still only using their original designs. This year we also have reassessed our decision and are now allowing hemp CBD products at Market, as long as they meet the guidelines we have set up.

One continuous ongoing issue and theme for the Standards Committee is the effort to define handmade. The definition continually changes with the social trends, technology and many other factors. The Standards Committee continually discusses this and what is craft. The Standards Committee interviews, researches, reviews and discusses the basic core principles of the market and makes recommendations to the market Board of Directors.

In addition to product screening this committee is charged with formulating the guidelines that define handcrafted. Each year we review the guidelines and sometimes rewrite them in order to more precisely convey the markets intent. What might seem to be clear words when written, when we try to implement these guidelines they are unclear or fail to allow a reasonable use of artistic accent. This is an ongoing project.

We continue to deal with other issues in the ongoing function of this Committee. Member input is always welcomed on the above issues or any other concern any member may have. We serve on a voluntary basis and are always open to interested persons.

Committee membership is open to any Market member or family member. Voting rights are granted at the third consecutive meeting attended. All committee meetings are open to anyone and you are very welcome to attend.





# *Saturday Market*

## **Holiday Market Report**

*Presented by Rachell Coe  
Co-Chair, Holiday Market Committee*



## HOLIDAY MARKET COMMITTEE REPORT FOR ANNUAL MEETING 10-09-19

The Holiday Market (HM) Committee works closely with Staff, The Board, Holiday Market event subcommittees and vendors to help create a productive, fun, well-organized and most of all a profitable Holiday Market for everyone. Its members and it's archives provide a continuity of productive traditions as well as providing the opportunity for process refinement and innovative programming at Holiday Market for vendors and customers.

The HM Committee members are: Rachell Coe (Co-Chair), Esther Reese (Co-Chair), Mary Newell, Leslie Newcomer, Paula Gourley, Len Gould and Dru Marchbanks.

The HM Committee made recommendations to the Board to raise the Work Task deposit in order to encourage Work Task completion and suggested a longer Holiday Market schedule to take advantage of the extra calendar days available this year.

The HM Committee worked closely with Staff on signage design, poster creation, and member recruitment for Holiday Market. It also worked with Staff to refine the HM member survey, so that data can be collected in a meaningful context to improve the 2020 Market, and to respond to issues in 2019 in a more timely and informed manner.

Led by Mary Newell, the HM Committee continued to refine the Elf Game to make it easier to run, more accessible to customers and more valuable to participating Marketers as a marketing tool.

The HM Committee requested more Standards Committee sessions to make it easier for people to get new products approved for Holiday Market and to make it easier for new members to come on board at the end of the year.

The HM Committee will continue working with the 50th Year Committee, the Fashion Show subcommittee, and is currently working on it's recommendations for the November Member Potluck/Snackluck shindig.



# *Saturday Market*

## **Food Court Report**

*Presented by Janet Rosenberg*  
**Co-Chair, Food Court Committee**



## **Food Court Committee Report for 2019 Annual Meeting**

The Food Court Committee acts as a liaison between the board, management and the food court. Like all Market committees, we report our recommendations directly to the Board. We do not make policy. We meet as needed, usually only several times a year.

At the start of every outdoor season, we organize the Food Court's mandatory annual potluck to go over our agreements and operations and share ideas for the future, always keeping an eye towards making our food court the best in the city. We also work together on group promotional projects and infrastructural improvements. In committee this year we reviewed floor plan, table, seating and egress ideas to be addressed at the Holiday Market, and we reviewed and recommended changes to our water sales policy to the Board.

Food Court Committee co-chairs work with Standards co-chairs to approve and encourage new menu additions. We are there to assist with any board or management concerns or projects. We reviewed and accepted three new menu additions this year, an Acai bowl at Lulu's Smoothies, Thai curry puffs (or Karipop) at the Bangkok Grill, and Vegan and non-vegan cupcakes at Dana's Cheesecake.

In our biggest news this year, Saturday Market sought applicants and accepted the Market's first new food booth in ten years. The selection committee, comprised of Standard's Committee and Food Committee co-chairs, developed a process, held interviews and selected our newest addition to the Food Court, Irie Jamaican Kitchen. We're excited to have this new start-up join our market! Some factors that really stood out to us were:

- ❖ They're a community oriented family-run business
- ❖ They expand on our food court's international repertoire
- ❖ They're a new business, fitting into Saturday Market's business incubator model
- ❖ They strive to spread an understanding of Jamaican culture through the history of their cuisine
- ❖ And, their offerings are delicious!

Irie Jamaican Kitchen joined us on September 14th. We invite you to stop by their booth and say hello!



# *Saturday Market*

## **Personnel Report**

*Presented by Colleen Bauman*

*Chair*

***Saturday Market Board of Directors***





The Personnel Committee Report  
10-9-19

The Personnel Committee serves the Board basically as a Human Resource department, recommending changes to job descriptions, salary and benefits. While the GM supervises and manages all other staff, the Personnel Committee assists the Board in preparing the GM's annual evaluation. The Committee also makes recommendations, with assistance from the Budget Committee, regarding wages and benefits. And, as per Market policy, the Personnel Committee can be called to review any complaints from market members on staff performance.

This year, the Personnel Committee forwarded to the Board, a recommendation to add a Member Survey to be completed each August, and move the GM evaluation to March, at the end of our fiscal year. The Board agreed this would be a better time to complete the annual review.

The Personnel Committee only meets a few times a year unless a need arises for more frequent meetings. Our goal is to make sure policies and benefits remain in place and up to date, to support and retain the best employees we can have, in service to our organization.





# *Saturday Market*

## **Sustainability Report**

*Presented by Julia Garretson*

***Co-Chair, Saturday Market Sustainability Committee***

## Sustainability Committee Annual Meeting Report 10-9-19

### 2019: Responding to changes in the larger community

In January 2019, commercial recyclers along the United States Western Coast informed their local communities that they would no longer accept materials containing paper or plastic for composting. This change has required that the team who sorts the trash/compostables segregate out any paper or plastic from materials that will be sent to their locations. This change means that about half of the materials Market diverted from the local landfill in 2018 is now being added to the landfill, averaging about 210 gallons per week. We are looking for other local options that would allow for the composting of materials that do contain paper, and for options that would compost the “clean” materials we currently separate at a more cost effective way.

The City of Eugene passed an ordinance that restricts the distribution of Single-Use Service ware (which went into effect on June 16, 2019), requiring that the customer request specific items. Included in the ordinance are straws, stirrers, utensils and condiment packaging. While Market has had durable utensils for many years, we still see lots of straws and stirrers. The Sustainability Committee has also encouraged Market members to “Bring Their Own Mug” for drinks purchased in the food court for several years, with the BYOM icon on the Market members’ weekly newsletter. While it is still uncertain how strictly the ordinance will be enforced, the members of the committee have looked into other kinds of durables to fill the function of straws and stirrers. Our current thought is to encourage visitors to the food court to “Think before you Drink: do you really need a straw?” and making information about Market members who are creating durable options to straws available to shoppers. Because the ordinance is written “includes but is not limited to”, the committee is also looking into more durable and/or reusable items that are used elsewhere in the food serving cycle (clamshells, bowls, plates).

We continue to look into options for making the Park Blocks experience more friendly to bike riders, which would reduce the stress on the streets and drivers. We hope to find a group to support us with potential for bike valet and also access to bike repair / refurbishing services at modest cost.



A woman with blonde hair, smiling, is standing in a market stall. She is wearing a dark blue floral dress. The stall is filled with various hats, including a large straw hat with a wide brim and a colorful band, and a smaller straw hat with a purple feather. There are also floral decorations and a mirror in the background.

# *Saturday Market*

## **Policy Task Force Report**

*Presented by Colleen Bauman  
Policy Task Force Member*

Policy & Procedures Task Force Report  
10-9-19

The Policy and Procedures Task Force began meeting over 2 years ago tasked with compiling all of Market's policies in one manual, to be made available online to all members, as a living document kept up to date, and available to all.

It was important but tedious work. Over the course of those two years, the numbers on the taskforce dwindled, but then David Church joined the effort to help bring us over the finish line. On July 28th, of this year, the Board held a Special Board meeting to hear the report and recommendations of the Policies and Procedures Task Force.

After a few small edits from the Board, and some updated Market forms added, the Board unanimously voted to accept the Task Force report and approved the Policy and Procedures manual. This was a huge step forward for our organization, representing over two years-worth of work. Now that this work is completed, the Board and Staff recognize this is a living document, and are committed to keeping it up to date and accurate going forward.





# *Saturday Market*

## **50<sup>th</sup> Anniversary Task Force Report**

*Presented by Ritta Drier*  
**Co-Chair, Saturday Market 50<sup>th</sup> Anniversary Task Force**



50<sup>th</sup> Anniversary Task Force report for the Annual Meeting  
10/9/19

The 50<sup>th</sup> Anniversary Task Force was appointed to design and organize events to celebrate our 50<sup>th</sup> season culminating in a full day of celebration May 11, 2020.

Many of the plans to enrich the season have already taken place. The Market hosted a number of wonderful tent pole events over multiple Saturdays this season. They've included family events such as Clown School, Artie the Art bus visiting market, and legacy musicians on stage; we've had several artists in action demonstrations, and there is still so much to come.

Eric Gustafson and Diane McWhorter are creating a written and photographic archive that is exceptional.

Our Market was represented this year at the OCF in a space of it's own for the first time.

A wonderful display of Market art will be on display at the Eugene Public Library in November and December.

May 9, 2020 will be a gift to market members themselves. In addition to all the events of the day, we're having a party at the Vet's Club after market with food, fun, music, and old friends, everything that adds richness to our lives.

Our staff has done an extraordinary job working with us to make all this happen.



A vibrant outdoor market scene, likely a Saturday Market, featuring colorful umbrellas, people browsing, and tents set up on a grassy area in front of a modern building with large windows. The scene is bright and sunny, with trees and greenery in the background.

# *Saturday Market*

## **Downtown Development Task Force Report**

*Presented by Diane McWhorter  
Downtown Development Task Force Member*



This past year has brought us much in the area of development in the downtown area. After the Land Swap decision was finally rendered, City staff went into high gear to move forward with the Town Square project. In January I participated in the selection process for the landscape architects who would do the initial concept designs and lead the public engagement process. Cameron McCarthy, a firm whose office is on Broadway and overlooks the Park Blocks, was awarded the contract and began meeting with stakeholders in the spring. Kirsten asked Colleen Bauman and me to be on her team to meet with them, strategize, and represent our members in the process. We had multiple meetings with the team of architects and City staff, and relayed the conditions for our organization that we felt necessary for a successful project, which were basically that we asked that our Park Blocks selling season not be disturbed and our space contracts with our members be honored by not making changes to our map.

As has been proposed all along, we had a new stage on our wish list, along with smoother concrete, and whatever might enhance our loading and other aspects of our event. There were initially three concepts proposed, only one of which really had our support for the minimal changes we desired, but we are not the only stakeholders and some had different needs than our organization. The three concepts were put together using aspects of each. Survey responses were important in that process.

At this writing the third and final public engagement event has been held where one unified concept was presented. It includes a larger stage moved to the south a bit, a new fountain arrangement (presently three small “splash play” in-ground fountains) some significant tree removal, and the leveling and unifying of the surfaces to unite the three blocks in the project. Spaces are opened by the removal of the walls and other barriers, and lawns are changed. Stormwater gardens will be added, as well as other features such as benches, bike racks, and a kiosk next to the stage for the Park Ambassador staff during the week. Most of that has not yet been placed on the design; it’s still a concept.

Since 8<sup>th</sup> Street is planned to go two-way in late 2020, parking and loading options will change. There will be a large pavilion building built for the Farmers’ Market on the northwest block. The construction period is planned for November 2020 to April 2021. The City Hall will be a later project. Details can be viewed at <https://eugenetownsquare.org/>

Survey responses and comments were generously supplied by our members and lots of ideas were pitched to the teams, which resulted in some adaptations, some trees retained, and in general, most of what our team asked for in regard to map and timeline. While it is still in concept form and no guarantees have been extended, it appears that Saturday Market interests have been thoroughly communicated and heard. There will be more meetings and decisions to make in the coming year before construction actually begins.

The Task Force has not been called to meet but emails have been regularly sent to the seventy-six members signed up for them, helping many members to participate and keep up to speed on these changes as they have emerged. Please email me at [dmcwho@efn.org](mailto:dmcwho@efn.org) if you would like to be added to the list.

The Board has worked out some preliminary planning to accommodate any displaced members. The task force has served mostly as an engaged group of members who are keeping up and providing



feedback to the city and other entities. Many have taken the initiative to communicate with Friends of Trees, the Urban Forestry Department, and City Staff. It hasn't been necessary to engage with the greater community to protect our interests but many of us have been discussing the plans widely in informal ways.

As the Chair I have archived all the materials, brought many to the market to discuss them with members, and also provided a history poster that informed all concerned that we are fifty years old and have handbuilt this Market in specific ways for important reasons. The general education provided by just that one poster has been invaluable in establishing our great value to the community and many people have let me know how well we are regarded as an essential component to the downtown and to the culture of the region.

I'm very grateful to the members of the Task Force along with all of the membership for the trusting and respectful manner in which we have been able to proceed through this challenge. Though the prospect of a redesigned Park Blocks was initially somewhat frightening, the process of clear communication and thoughtful expression of concerns and ideas has, so far, generated promising results. While much is still to be accomplished in the design and construction phases of this most important project, Saturday Market is well positioned to benefit from it. Stay engaged!





# *Saturday Market*

## **Kareng Fund Report**

*Presented by Diane McWhorter*  
*Kareng Fund Board Member*

Born from within Saturday Market in 2004, in 2012 the Kareng Fund organized as a 501(c)3 Nonprofit, serving all low-income artisans in Oregon who are suffering a career-threatening crisis. Volunteer Board members are selected from those who have served the Saturday Market. We meet quarterly and are able to act quickly to approve grant funds to applicants. The most efficient way to apply is through the website at [www.karengfund.org](http://www.karengfund.org).

At this time the Fund has given 94 grants, totaling just short of \$60,000. Recent grants have been given to get vehicles back on the road, and to aid in treatment costs for those suffering medical crises. Outreach is important, so if you see a member of an arts organization struggling, please give them a brochure or the website address and let them know that the funds are collected to help people exactly like them, if they are low-income and the crisis threatens their ability to work. The maximum per grant is presently \$1000 and so far in 2019 the Fund has given \$4000.

We recently established a collaboration with Community Lending Works to loan them some of our funds as a guarantee to back up some of their microloans (up to \$1000), enabling them to open their criteria for borrowers who would not be served by corporate banks. They offer financial counseling to the recipients if desired. This came from our wish to help people who did not meet our criteria but still were experiencing financial difficulty. We will earn interest on our loan.

We're beginning our fundraising cycle with the Holiday Market. Donations for the Basket Raffle will be collected in the Member Services office and tickets will be sold from our location at the Holiday Market. The Annual Auction with Percussive Interludes will be held on Sunday, December 22<sup>nd</sup>, with the Basket Raffle around noon on Tuesday, December 24<sup>th</sup>. Some members also designate special offers to benefit the Fund. Working together, we can take the opportunity of our healthiest retail season to share with those who need a hand. The generosity of our community has been amazing.

February is traditionally the time for the winter gathering of Art Bingo. As well as being a fun activity, this is a great opportunity for you to donate small craft items, or ones you have collected that you no longer wish to own. We have begun a silent auction table at the event for more valuable items in addition to the small items used as prizes for the Bingo games. No need to give those wonderful hand-crafted items to thrift stores; they'll be appreciated and find new homes through the KF. We are looking for a new place to hold it, as Sam Bond's Brewery has closed. We prefer an accessible, downtown location with available food and drink, but we are open to suggestions.

Your donations are always welcomed, either your rounding-up of your Park Blocks daily fees, additional donations through the Market, signing up for Amazon Smile to benefit the Kareng Fund, or direct donations on our website. We also have a Facebook page. Please help us spread the word of this compassionate part of the safety net for crafting families. All donations are honored and will be used to help those in need. Thank you so much for your support of the Kareng Fund.

Diane McWhorter  
Secretary



A woman with blonde hair, wearing a floral top, is smiling and looking at a purple feathered hat. She is in a market stall filled with various hats, including a large straw hat with a blue feather and a yellow hat with a red flower. The stall has a floral patterned backdrop and a gold mirror on the right. The text "Saturday Market" is written in a large, black, cursive font across the top of the image.

# *Saturday Market*

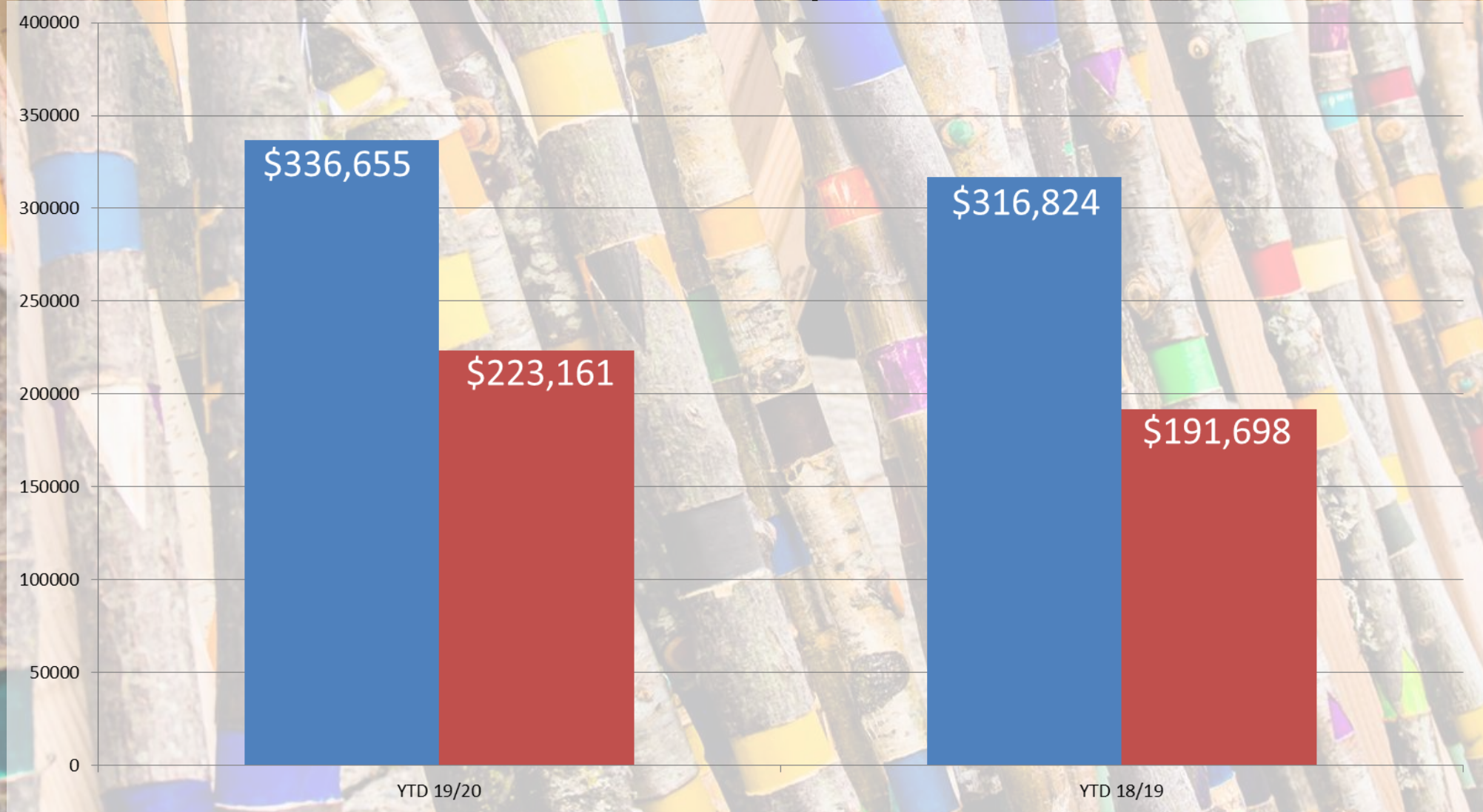
## **State of The Market Report**

*Presented by Kirsten Bolton  
Saturday Market General Manager*



# Saturday Market

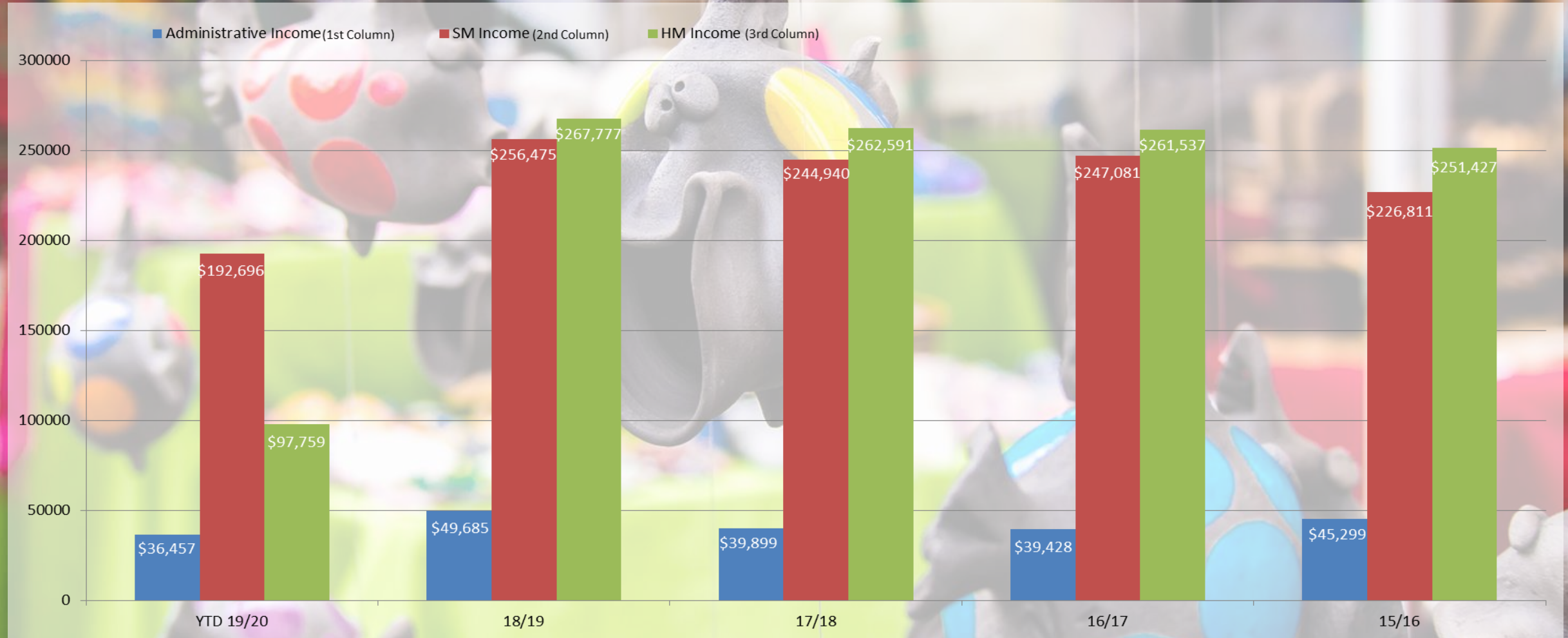
## Year-To-Date Income & Expense Thru 8-31-19





# Saturday Market

## 5 Year Income Trend By Category





# Saturday Market

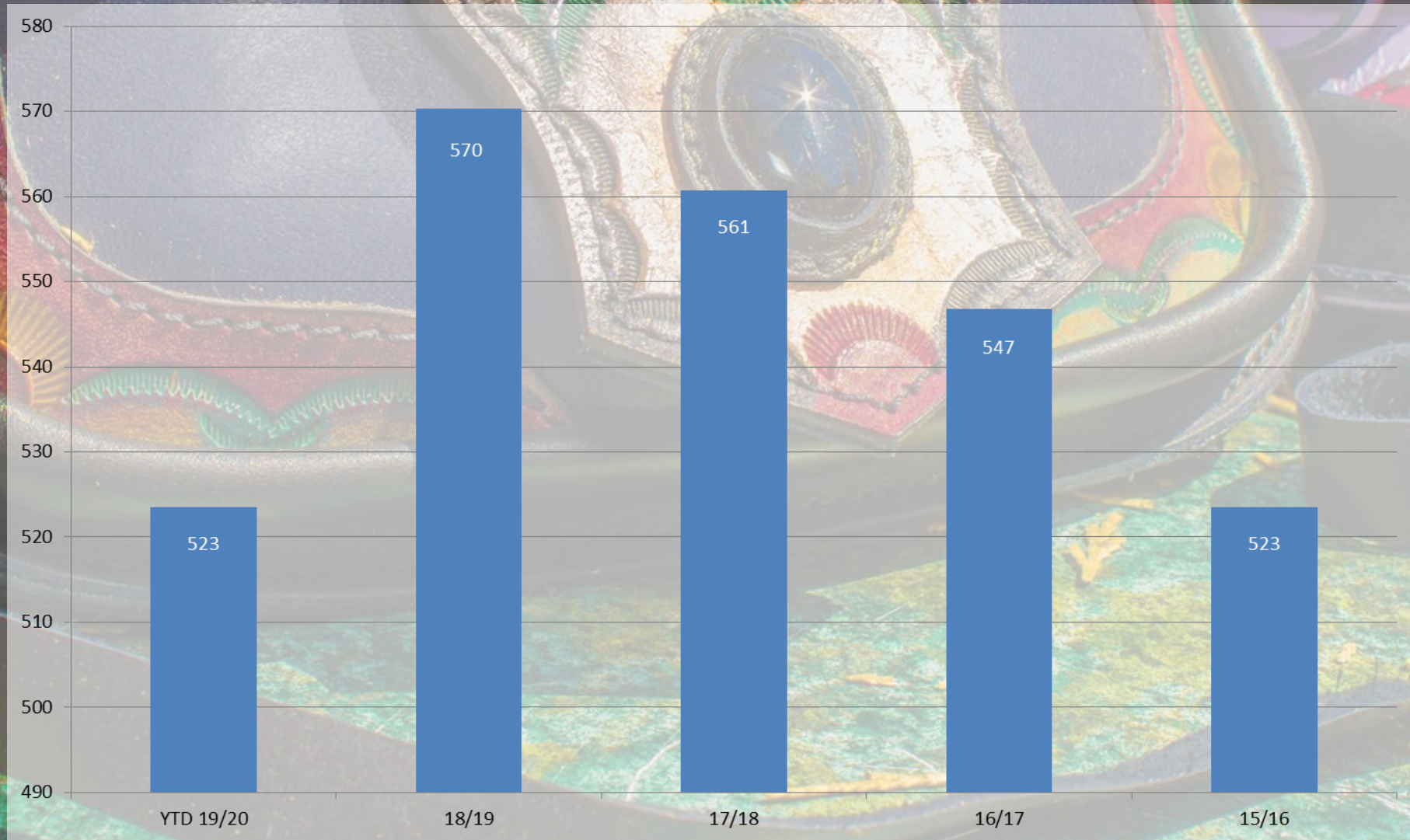
## 5 Year Expense Trend By Category





# Saturday Market

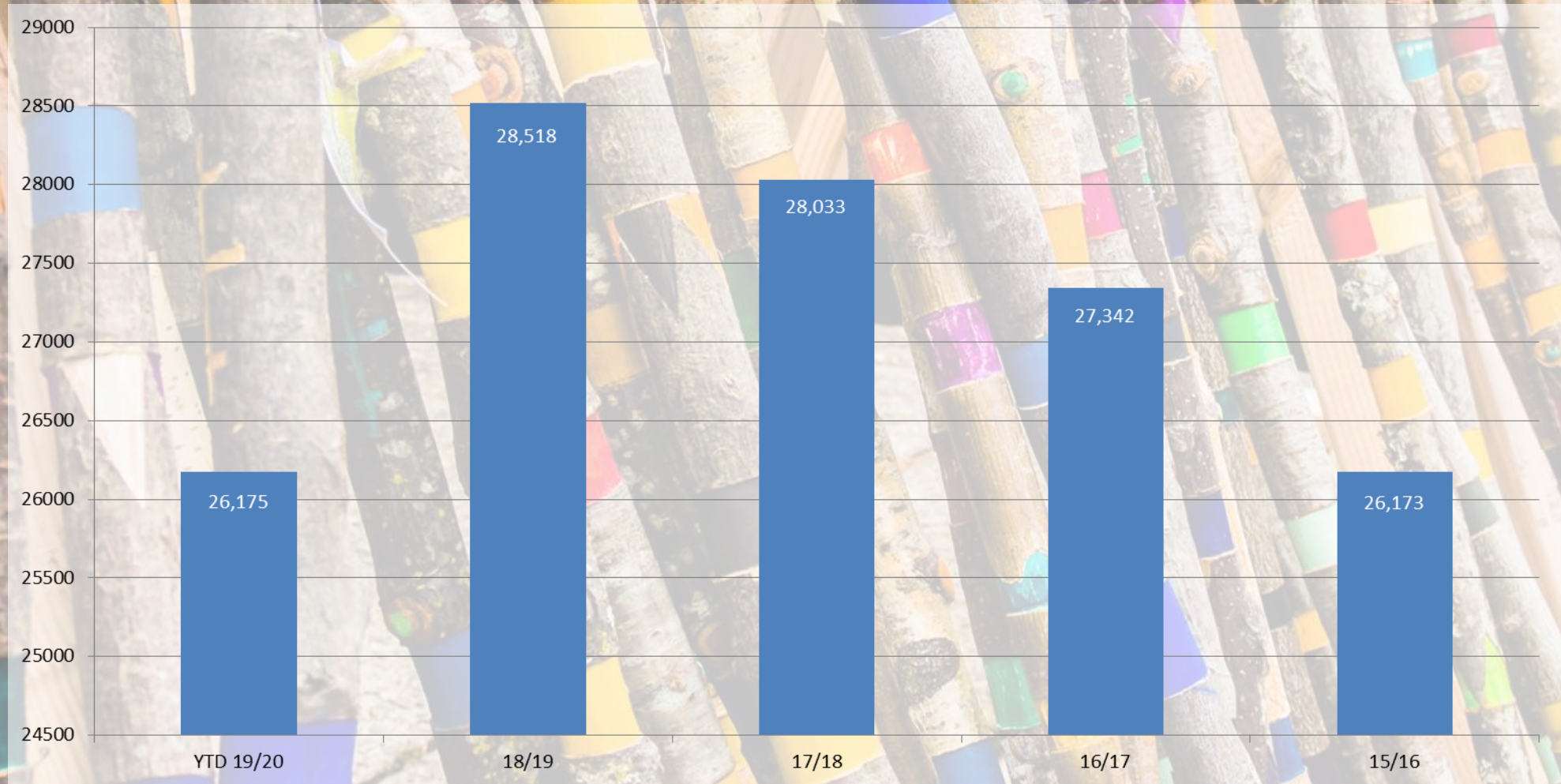
## 5 Year Trend - Membership





# Saturday Market

## 5 Year Trend - Membership Revenue





# Saturday Market

## Organizational Chart





# Saturday Market

## Improvements

New Member Database – testing October 2019; Member access January 2020	New Information Booth
Entertainment Booking Database	Multiple 50 <sup>th</sup> Season Events
Added 25+ New Musicians	50 <sup>th</sup> Season Pole Banners
Realigned Stage line-up to match peak hours	50 <sup>th</sup> Season Banners
Upgraded Sound Equipment – Mixing Board & Monitor Power Amp	

## Accomplishments

Addition of 8 <sup>th</sup> Sidewalk into Permit	Added 9 New 8x8 Spaces
New Food Booth	OCF Booth in Xavanadu
Policy & Procedures Manual	50 <sup>th</sup> Anniversary Archives
	50 <sup>th</sup> Anniversary Grant from Lane County History Society



# *Saturday Market*

IN HONOR AND TRIBUTE

**Virgil Courtright 1/4/1954 - 6/29/2018**

**Janie Struif 7/7/1952 - 7/22/2018**

**Judy Anderson 11/11/1948 - 7/31/2018**

**Alice M. Carter 6/9/1951 - 10/7/2018**

**Chez Ray 10/26/1950 - 11/26/2018**

**Connie Bender 1/31/1952 - 2/5/2019**

**Peter LeSueur 11/10/1942 - 8/27-2019**

