

Attendance: Paulette Richards, Julia Garretson, Paula Gourley, Deb Schussler, Eli Mazet, Alex Lanham, Alan Pointer, Kelly Durian, Maria Moule

Staff: Kimberly Cullen, Kim Still

Recorder: Diane McWhorter

Guests: Colleen Bauman, David Duckett, Shelia Pointer, Tym Mazet, Misy Hansen, Saman Harnsongkram, Teresa Pitzer, Kandie Paulus

Introductions and Announcements: Next Step donated two laptops to be kept in the office for member use by those who might not have access. Thanks to Next Step and Colleen for this! Portland Saturday Market rack cards were viewed.

Agenda Review and Approval: The closed Personnel part of the meeting won't be necessary. Add the 8/30 Food Court Committee minutes.

\*\*\*Motion: Approve the agenda (Julia/Deb) All in favor 8-0-0

Pressing Member Issues: Kandie Paulus of Masala came to appeal to the Board the decision of Standards to uphold the recommendation of the committee chairs of the new seasonal special of "Green Thai Curry" in the Bangkok Grill booth. She showed the results of her research into the words "curry," and "masala" and suggested that she sells a form of fusion cuisine in her booth rather than Indian food alone. She showed her list of ingredients for her seasonal special of Pumpkin Curry, and the list of the Thai Curry, which were similar. She suggested that although there were many types of curries in many cuisines, the added item represents duplication that is not in keeping with the duplication policy in force. She also expressed frustration that she could not find explanations of the policy in written form and felt that it was not clear to her. She feared that other booths would be able to add curries and that her scope of product additions would be limited by this addition of a vegan, coconut milk- based type, which is something she already does sell. Saman spoke to say that his research indicated that his Thai-style dish would be very different from her dishes and that there is mutual respect and a desire to find a satisfactory solution. He noted that she also sells noodles so the situation is complicated, but all agree that offering customers the maximum variety of selections works well for the whole Market. He does not wish to change the name of his dish but has no desire to add any other types of curries.

After extensive discussion an agreement was reached: The Green Thai Curry will be allowed as a seasonal special only, and no other curries will be added to any of the other food booths. This will be documented and the duplication policy will also be researched and documented so that it is easily read by all participants and no areas of confusion remain. Future areas of discussion for the Food Court Committee are whether food booths have an identity or not (such as the curry booth or the Thai food booth) and whether that would be a helpful distinction to make in cases such as this.

David Duckett: David came to repeat his complaint that his situation was not addressed to his satisfaction. He claimed that many members are in similar violation of space agreements and that no enforcement is made of those. The systems of Notice of Concern and Incident Report were clarified. It is

complaint-driven to a degree, when members don't follow accepted membership agreements and complaints are filed. The GM reported that there were several complaints from his neighbors about his practice, and standard procedure was followed. While some Board members felt that the member deserved a Board response, no exception was granted for him to use the grass area for his chair and tools. A later opportunity for discussion was not set and he left the meeting. It was recognized that further discussion without his presence would not be good process, but that the issue might not be resolved for him. The Board Chair will contact him and let him know that policies will be discussed in the off-season. Policies and Procedures are on the agenda for off-season discussion and documentation.

Reading and Approval of Board Minutes: \*\*\*Motion: Accept the Board minutes of September 7<sup>th</sup> (Deb/Alan) 6-0-2

Personnel Committee Appointment: It was pointed out that in 2014 the policy was added that the Vice-Chair serves on the Personnel Committee and that service by non-Board members was meant to be temporary and in unusual circumstances when Board members were not available for service..

\*\*\*Motion: Nominate Paula and Maria (Eli/Maria)

\*\*\*Motion: Nominate Deb for Personnel (Alex/Julia)

Paulette and Julia are presently on the committee, with Willy Gibboney serving until another member is appointed. Kelly will now be a member. Three members would be sufficient but five would be preferable. Members decided to vote for two of the three nominated persons. Duties include evaluations, job descriptions, being a liaison for staff, and making recommendations to the Board on personnel issues. Voting results (written ballots): Deb and Paula got the most votes and were by the voting process appointed to the Personnel Committee.

Administrative Report: Kimberly reported that we are presently at 546 members, with last year's total being 511 at this time. Member attendance on Saturdays was: 9-10: 222 (233 in 2015); 9-17: 200 (208 in 2015); 9-24: 201 (182 in 2015); 10-1: 149 (197 in 2015). Holiday Market preparations are on track. Meeting highlights: 9-9 Meeting with LCFM director Angela: topics included their advertising of craft spaces at their HM and their desire that we manage those in the future, the CPW feasibility study, and the agenda for their quarterly meeting. 9-13 Quarterly meeting of Managers and Board Chairs of LCFM: discussed the hallway at HM between the two markets (with possible siting of the Empathy Tent), co-promoting for 2017, continuing with the "That's my farmer/vendor" promotion, and the CPW feasibility study. The chairs of the two HM committees are in communication. 9-16: City, County Staff and representatives of the two markets: it was made clear that the CPW study will inform the plan but not be the plan. 9-20: Joint Elected Officials report of the Task Force: high-level study on three options for siting the County Courthouse, City Hall and the Farmers' Market. Kimberly made a public statement. 9-23: Staff of JEO Task Force, with Kimberly, Paulette, Diane: further details of options for siting the three buildings, discussion of co-operation or moving together with LCFM, with the message that SM does not want to leave the Park Blocks. There was some discussion of the differences between the two organizations, of the FSP, and of other SM topics. A phone conversation with Anne Fifield reaffirmed that the CPW would not be given to the public engagement process without being recast.

Two new site crew have been hired, and Vi will be retiring in the next few months after helping train a replacement worker. Holiday Market space F-7 will be filled by two new products, kombucha and soft-serve vegan ice cream. Patterson Pre-School requested that their exception to sell in a craft space opening weekend be repeated this year. After discussion the Board declined to make a second exception.

\*\*\*Motion: Uphold the policy concerning non-profits selling at Holiday Market (Eli/Deb) 8-0-0.

Other letters received were on the topics of closing at 4:00, closing the Park Blocks after 10-29, a policy for booths sited behind the stage where a booth structure doesn't fit, and allowing 4x4 renters to add another space when there is room. Precedent showed that the last option has been done in the past so will be allowed. A heads-up was given that a health department inspector noticed that LCFM does not have an approved drain so that may come up in the quarterly meetings.

\*\*\*Motion: Accept the Administrative Report (Alex/Eli) All in favor 8-0-0

Advertising Update: Kim reported that since funds were added back into the HM promotions budget she reworked the advertising plan with a color ad in the Weekly, and more ads in other places. The Market-Wide Sale will be Oct. 15<sup>th</sup>. Ads will be pushing the fact that we will be on the PB through Nov. 12<sup>th</sup>.

\*\*\*Motion: Accept the Advertising Update (Alex/Paula) 8-0-0

Treasurer's Report: Misy handed out a written report that showed that income is up over last year, and expenses are down. Net income is 25% over last year at this time. It was suggested that along with a Treasurer's Report, it would be helpful to get a more detailed explanation of one aspect of the budget each month. Misy suggested that members let her know what they'd like to hear about.

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

Committee Reports: Survey Crew: Kelly reported that the survey will continue to run through October and then results will be analyzed. There will be a tablet available at Market for people to take the survey. They will report in December or January about the results and plans for the next phase. She asked that everyone encourage participation with a newsletter article and a mention on the Facebook Members page.

Members' Downtown Developments Task Force: Diane reported that the meeting September 14<sup>th</sup> was productive and the attendees discussed strategy, how to be good partners, as well as how to best convey SM opinions about the CPW study to the governments and study participants, composing a letter which was delivered later that week. A meeting will be held tomorrow (Oct. 6<sup>th</sup>) to discuss priorities of the wish list and a vision for the Park Blocks to convey in the upcoming City Placemaking process.

Holiday Market Committee: Alan reported that he met with the LCFM HM chair, Jack Richardson, and expects to keep in touch. The Advertising budget was discussed, with additions since the budget was

restored. Elf ornaments will be paid for this year, and 300 will be available. Plywood will be used to make the south entrance of the FG building more accessible, and a new banner will be placed on that side. The Elfie-Selfie photo op board is being painted, food collection barrels from Food for Lane County will be in place, and the table surfaces are being cleaned and refurbished. Next meeting will be Oct. 12<sup>th</sup> at 4:00 pm.

\*\*\*Motion: Accept the HM report (Deb/Paula) All in favor 8-0-0

Food Court Committee: August 30 (draft): Colleen reported on the discussion about the opening in the HM food court and strategies to fill it. The Committee had a long discussion of an event on an excessively hot day when there was disagreement and misunderstanding of the SM policy, OSHA policies, and actions of staff and members. There will be additional discussion of the heat advisory policy at subsequent meetings. There were letters read and discussed and adjustments to the minutes.

\*\*\*Motion: Accept the report of the FCC meeting of 8-30. (Deb/Paula) All in favor 8-0-0

September 15 meeting (draft): Colleen reported that there was discussion of the menu addition process and non-duplication policy. Staff reported that stage two of the selection process for the HM food booth replacement was entered into and that the naked bucket program seemed to be successful. The LFPP program was discussed: new applicants are sought. Delivery service for HM food selections by Cascade Courier Collective was examined and further information will be sought as questions are formed. The heat advisory policy was on the agenda again as OSHA research showed that the SM policy might not address OSHA concerns for employees. They held a unanimous vote to **recommend that the Board assign a Task Force to examine policy and protocols for extreme weather events**. Communication was an issue, both internally among food booth members, and with staff and other members. Two new members joined the Committee. Next meeting October 18<sup>th</sup>, 10 am-12:00.

\*\*\*Motion: Accept the Food Court Committee report (Paula/Eli) All in favor 8-0-0

Standards Committee(draft): Teresa reported on the September 21 meeting. Dog Treats were approved, and an appeal was heard from Kandie Paulus of Masala regarding the approval of the Thai Green Curry from Bangkok Grill as a seasonal special. The Committee upheld the decision of the FCC and SC co-chairs. The policies regarding jams, jellies and canned goods were researched but not changed (i.e. The sellers will still be required to have a licensed kitchen and insurance coverage.)

#### **Standards Guidelines Recommendation to Board on Business Partnerships** September 21, 2016

This section deals only with Business Partnerships that do not include family members or single economic units.

As partners in crafting who actually participate in the making and selling of the created item(s) on a day to day basis:

1. Both/all partners must become Eugene Saturday Market members. This insures both/all partners accrue points.
2. Both/all partners are required to be present, in the booth, each day, except for reasonable breaks (as per selling requirements) all times you sell at market.

3. Reserve booth space can only be in one partner's name. The partners will have to agree on whose name. In the event that the partnership dissolves the reserve space goes to the partner whose name it is in. If the so named partner chooses not to continue to sell at market, the reserve space does NOT automatically go to the remaining partner(s). The reserve space goes back into the wish list.

Discussion: Add a colon(:) to the end of the second sentence. Item 2 seemed problematic to some on the Board. It seems unfair to require both partners to be present all day. However, allowing one to be absent could violate the Maker/Seller principle unless the products sold are just those of the person present. Family members have an easier time than single people who don't have any additional sellers except the use of employees.

\*\*\*Motion: Accept the Standards Committee meeting minutes and policy with #1 and 3 but not #2. (Deb/Kelly) Rescinded.

Business Partnership Policy sent back to Standards Committee. Family partnerships are already on the Standards agenda for next year so this will be added to that discussion.

\*\*\*Motion: Accept the Standards Committee minutes without the guideline recommendation (Deb/Julia) 8-0-0 All in favor.

Board Work Session: September 28: Items from the BIN were assigned further action, put on an agenda, or discussed and cleared. Items and actions: 1. Consequences for leaving early: brief discussion on Oct. agenda, reminder in newsletter, research and documentation of policy. 2. Buskers: no action 3. Agreement to not sell near the Market: No action. 4. Annual Meeting: On October agenda. 5. Low End Fee Relief: On January 2017 agenda. 6. Banners: no action. 7. Closing at 4:00: Discuss and inform and survey members in the offseason. 8. FSP: No action. Those items on the agenda tonight are forming a Policies and Procedures Task Force and the Annual Meeting.

\*\*\*Motion: Create a task force for codifying a policies and procedures and a book (Julia/Kelly) 8-0-0

Alex volunteered for this at the retreat, and others wished to serve: Colleen, Maria, Deb, Alan, Sheila, and Paulette. Before assigning any new policies to draft, the task force should collect all current policies. This would start in the offseason and is viewed as a large task.

Street Team: Kelly reported on the September 29<sup>th</sup> meeting. The booklet will be ready Oct. 22 and those who bought ads will get 20 copies. There will be 5000 copies available for distribution, mostly at HM. In January they plan to discuss a Park Blocks version.

Personnel: Paulette reported on the September 30 meeting: The Membership Service Coordinator (Vi) has given her notice, and will work to train a replacement during Holiday Market and the beginning of the offseason. It will be a 30-hour a week position with a wage range lower than the current budgeted wage. The Benefits package was examined and the committee made the decision to make the position "Not eligible" for some of the optional benefits in the package (all state- or federally-mandated benefits will be offered.)

Discussion: Benefits are required at 32 hours; some members were not in agreement with offering the position without the benefits. The hour was late and some felt that important decisions should not be made late in a long meeting. Others felt that the new members of the Personnel Committee should be given a chance to do their work and consider the position description.

\*\*\*Motion: Accept the Personnel Committee minutes but make no decision at this time. (Paula/Eli)  
Motion passed 7-1-0

Discussion: Members felt the wage range was too low, but the GM felt that the Committee had considered all the factors and made their decisions, and that the timeline is tight to get the hiring done during HM. She will post the position regardless of whether or not the decision about eligibility is revisited. She said the only decision up for discussion was the eligibility question, as the rest of the job description was within the GM job description to determine.

\*\*\*Motion: Move this to the Personnel Committee and empower them to make a decision regarding the position details on eligibility status (Paula/Kelly) After the question was called, the Motion failed 3-5-0.

\*\*\*Motion: Call the question (Julia/Kelly) All in favor 8-0-0

\*\*\*Motion: Move to the Personnel Committee without empowerment (Maria/Alex) 7-1-0. When asked, Julia, who opposed the motion, said it was because she had already done the work.

Curry Item Decision: Members were not sure that an agreement had been reached, but since both interested members had left the room, further discussion would not be appropriate. The recorder agreed to listen to the recording and document whether or not an agreement had been reached so that the GM could then follow up with them.

Annual Meeting: The meeting will be held November 2, 2016 at the Eugene Garden Club.

\*\*\*Motion: Hold the potluck and Annual Meeting November 2<sup>nd</sup> at 6:00 at the Garden Club (Alex/Julia) 8-0-0.

Retreat Summary: Twelve of the seventeen people invited attended. Please fill out the evaluation form.

Meeting Evaluation: Forty-five minutes was way too long for a pressing member issue. People need to be told to limit them. There is a policy on that.

Adjourned 9:10 pm

Park-It Box: 1. Get a point for the day if your space is behind the stage where you can't put up a pop-up;  
2. Heat Advisory Policy