

Attendance: Paulette Richards (chair), Willy Gibboney, Maria Moule, Alan Pointer, Alex Lanham, Maggie Quinlan, Julia Garretson
Excused: Eli Mazet, Kelly Durian

Staff: Kimberly Cullen, Kim Still

Recorder: Diane McWhorter

Guests: Colleen Bauman, Linda Anthony, Jan Bergquist, Sheila Pointer, Zora Parker (representing Don Parker, Patricia Donohue, Teresa Pitzer)

Introductions and Announcements: Around the room, each telling about their favorite toy as a child. Art Bingo will be this Sunday, Feb. 7th 5-7 Member Chelyce Chambers is acting in Disenchanted at Actors Cabaret. Tsunami Books has a room to host political and community events.

Pressing Member Issues: none

Agenda Review and Approval:

***Motion: Accept the Agenda (Alex/Julia) All in favor 6-0-0

Minutes Approval: Minutes of January 6, 2016

***Motion: Approve the minutes (Julia/Alex) 5-0-1 (Maria)

Administrative Report: Kimberly reported that the W2s and 1090s are done. She hired a temporary administrative assistant, Courtney, who will start training tomorrow. Staff all improved their work spaces. Sandbag update: The original cost was a little over \$10,000, with about \$8000 recouped. Some funds (\$2560) were put back into the Stellar reserve checking account, and the project is right on track for a 2-year program. There are about 60 sets left, and on April 1 the price will go up to \$10 per bag. There are 53 bags partially made at the time which have now been delivered.

Some cash (\$3500) from excess net income from 2014 had been held in the regular checking in case of extra budget expenses, but it has now been deposited in the Stellar account. There was not enough excess income to make a significant tax difference as we have a large tax carryover which can be used to balance any large net profit in any year until about 2030.

Personnel and Budget Committees have been meeting to work out the details of the impacts of the Sick Leave ordinance and the possible Federal overtime reform changes. They will meet again next week and report in March.

Members have been attending the several City Council meetings which have included discussions of possible Park Blocks improvements and Urban Renewal funds. There is nothing immediately alarming but the organization remains in listening mode. The Year Round Farmers' Market feasibility assessment committee is meeting and Kimberly is in attendance. City or County decisions are still far down the road. Our membership should be receiving a survey soon. Kimberly stays in communication with City staff on all issues that concern our relationships with the City.

An updated Standards Code of Conduct was distributed as well as the final agreement from the mediation sessions from last fall. There was a complaint about bear claws and teeth being sold but research indicated that it was not illegal to sell

those items. Another member request to change booth locations at HM for negative health responses to scents will be handled during the booking process.

There is a request for point relief at 2017 HM connected with a Leave of Absence from the Park Blocks but not Holiday Market.

***Motion: Grant the exception (Maggie/Willy) 5-0-1 (Julia)

***Motion: Accept the Admin report (Alex/Julia) All in favor 6-0-0

Discussion of City Issues: While there is no immediate concern about the discussions, it does seem that the City may not perceive SM as we might wish them to. They seem to be writing us out of the city history to a degree, assuming that farmers' market needs are the same as ours or that we aren't affected by them. Colleen suggested that we do an Opening Day poster and a big media splash to show aspects of our organization that they may have forgotten. The letters to Betty Taylor and Claire Syrett which are in progress could be sent in other forms to each Councilor. Showing up at the meetings is having an effect, it seems, and new speakers giving new information are very effective. We could provide some talking points or a letter template for members to use. The City Club might be a good forum to expose some of our aspects. A more polished press packet might be useful and worth spending some funds on. Turn up the volume on our presentation. Specific demographics and data would help SM be seen. We can promote the strengths of our structure, community impact, and commitment. We've been asked for data and may be able to get some from the upcoming survey, but we need a professional to provide the type of data that will be effective. Some research is needed as to costs and who to hire. First step is to ask around for someone who would be a good person/firm to hire. Venture (Eugene Emerald) was suggested, and Kim will follow up on that.

Advertising Update: Kim reported that she is meeting with ad reps, rebuilding the website to get Search Engine Optimization, redoing the annual ads like the CVALCO ad, and serving as President and Secretary of the Unique Eugene group, which is expanding and affiliating with AMIBA, to support local buying.

***Motion: Accept the Advertising Update (Alex/ Alan) 6-0-0

Treasurer's Report: Maggie reported that we are coming to the end of the fiscal year and will be wrapping up the year soon.

***Motion: Approve the Treasurer's Report (Julia/Willy) All in favor 6-0-0

Committee Reports: Food Court Committee: Colleen reported on the Featured Local Food Producer Program as discussed on January 5th. Policies were based on current Market policies for simplicity, such as the \$50 membership fee and the \$10 plus 10% daily fee. There would be 2- and 4- week options, with a 4-week maximum. Samples would be limited to bite size. The Maker would be the Seller. Preference will be given to non-duplication in food items, and those without existing storefronts would be preferred. Prepackaged foods would conform to the existing Standards guidelines. Vendors currently selling at Market would be eligible if the product was a new one not currently being sold. Applications and screening would be handled through the Market office with possible involvement of Standards. A small booth may be provided (as well as a table,) 5'x5' or 6'x6' if it fits in the space.

The meeting had been reported on at the last Board meeting, but without minutes. Additional items from the HM debrief of Food Booths can be found in the written minutes. One significant change is that new menu items will no longer be accepted for screening after November 1st. Next meeting 2-23-16, 11:00 am.

***Motion: Accept the Food Court Committee Report (Alex/Willy) All in favor 6-0-0

Standards Committee: Teresa reported on the January 6th meeting which was the Annual Standards Review. New Co-Chairs were elected, Teresa and Paulette. Kimberly reviewed the documents "Standards Presentation; Attendance Requirements; Notices of Concern and Appear and What to Expect; Studio Visit Worksheet; Recent Changes to Guidelines; and Code of Conduct." The Code of Conduct was updated. The Work Plan was set: (subject to change) February: Pipes, Plants, Scents March: open April: Balls and Other Flying Objects May: Books and Handcrafting June: Signing Requirements Regarding Technology July: open August: Mentoring. Specific changes made to guidelines can be reviewed in the packet or minutes when they are posted, as well as in the updated guidelines both on paper and online.

***Motion: Accept the Standards Report (Alex/Julia) All in favor 6-0-0

Holiday Market Committee: Alan reported on the meeting held January 6th. It was reported on during the January meeting. The Task Force has not yet met.

***Motion: Approve the minutes (Alan/Julia) All in favor 6-0-0

Street Team: Colleen reported on the January 28th meeting. Sue Hunnel and Anna Lawrence resigned from the Team. The souvenir booklet project was shelved due to insufficient interest, but the research will be saved to revisit. An online version was proposed. New projects were discussed and handbills and a poster for the outdoor season were approved. A call to artists for the poster may be used. Heather and Colleen will talk with Kim about her level of preferred participation in the project. A banner was discussed for the Butterfly lot fence on 7th Avenue. Use of a PR firm was recommended to provide demographics and promote the history and community image of Saturday Market, and research will be done to find possible interested firms and their costs. Next meeting February 25th at 12:00.

Board discussion: Some are disappointed about the booklet. A hand printed poster could be sold as a fundraiser.

***Motion: Approve the Street Team Report (Julia/Alex) All in favor 6-0-0

Old Business: Code of Conduct: The Task Force met and revised the present Code by adding a section expanding the Behavioral Expectations. It is a work in progress and not ready to be approved at this time. Discussion: Adding a signature line was discussed. Signing the Vendor Agreement does cover this policy as well. Many current members do not read the handbook and are not aware of the Code. Consequences should be added. A grievance process is also needed and will be developed. Some type of checkbox could be added to make sure the member has made the effort to work the situation out before asking Staff to intervene. A revision of the wording was suggested. An incident report form should be developed. It's essential to document any issues that refer to violations of the Code. Members expressed interest in joining and should contact Paulette or Kimberly to be notified of the next meeting, which has not been set. It will be posted on the Market Calendar.

Reserve Attendance Requirements and Fees: This issue was put into the bin twice and budget impacts are going to be a factor in any decisions. Members wished to discuss the possible changes before waiting for Budget Committee to discuss it. Requiring twice a month attendance was one suggestion. It is very hard to determine if this would cause anyone to leave the Market, but it would seem to require people to make a greater commitment to the organization and increase vendor attendance and probably the Market's income. Greater commitment is needed, especially on the days when weather is not favorable.

It made sense to relax the requirement to one time per month when there were people being turned away but now they are not, in general, and many are forced to wait the extra hour to get a reserved booth for the day when they would much rather reserve one themselves. Some members only show up on Saturdays to get the points for HM, and hold onto good spaces that others would love. Committed members who come every week deserve the chance at a

booth. The Market probably makes more income by retaining the reserve vendors even if they only come once a month. All 8x8 spaces are reserved. The issues are equity, fairness, and commitment. A Task Force could provide some possible scenarios.

Hot Weather Policy: Discussion: Most members agree that once people are allowed to leave, many will. It wouldn't be just those who had health concerns. Leaving early is very disruptive and discouraging to those who want to continue to sell. It might be more productive to discuss just closing the Market at 4:00 as a regular policy. Closing early at 4:00 will be placed in the Bin, and the policy will be put back in the Bin.

County Courthouse/FSP: The documents from past activity and solutions showed that little has changed and the options are few. The court ruling that decided that the selling was free speech made it impossible for SM to address the vending. The County seems to have no interest, although they did empower some trespass agent in some way. Obvious signage is in place but the signs get stolen. The situation came to the point where the County asked us to manage the space, and we refused to take that on. We would need an additional staff person, and we were advised by an attorney that it did not seem to be a contract that would benefit SM. New personnel at the County, as well as increased dialogue with the LCFM may change the situation so Kimberly will discuss it with them and if there are any changes she will report back.

Leave of Absence Policy: The current policy has a disconnect between Saturday and Holiday leaves. Instead of continuing with exceptions, it would be better to provide some clearer policy regarding points required for keeping the BHOR status.

Discussion: Most leaves are medical or necessary leaves, and members have felt devastated that those caused a loss of space rights that they had not anticipated. Some know to ask for exceptions so get preferential treatment over those who aren't aware they can ask. It takes a long time to secure a space, and those years of membership should be honored. On the other hand, new members need the opportunity to secure good spaces. Members of good standing after some number of years, 10 or 15 perhaps, could be allowed some automatic point relief.

A Task Force for Leave of Absence and the Reserve Policy was appointed: Alan, Maria, Sheila

New Business: Reappointing the Budget and Personnel Committees requires a vote.

***Motion: Reappoint the Budget Committee: Maggie Quinlan, Maria Moule, Lynn Brown, Dru Marchbanks, Saman Harnsongkram, Misy Hansen (Julia/Alex) All in favor 6-0-0

***Motion: Establish as the Personnel Committee: Julia Garretson, Willy Gibboney, Paulette Richards (Alex/Alan) All in favor 6-0-0

The Treasurer position will be advertised on Facebook and the website (Kim was assigned the task) Some qualifications should be listed. OCF asks for a letter of interest with listed skills.

The first Standards screening will be March 2, with two additional ones on the 16th and the 30th. Kimberly may have to find someone else to give the Orientation on the 30th.

Trash Hauling: The Market is still looking for someone to haul the trash trailer each Saturday and store it during the week. Anyone with a pickup and a safe storage place could be eligible.

Meeting Evaluation: Love the 8:00 ending time.