

Attendance: Paulette Richards (chair), Teresa Pitzer, Shelia Pointer, Sue Theolass, Alex Lanham

Staff: Kimberly Cullen

Guests: Lisa Burrell, Kevin Warren, Chris Clark, Tym Mazet, Eli Mazet, Colleen Bauman

**Please note: Items may not appear in consecutive order as they were addressed at the meeting, but may have been rearranged for clarity. Points of discussion are statements of individual members and not necessarily the consensus of the whole committee. All approvals are pending the provision of all required licenses, labeling requirements, and payment of fees in a timely manner.**

Introductions and Announcements: Chris Clark intends to join: first meeting. Tym and Eli intend to join: second meeting. Alex is attending his third consecutive meeting and had his orientation and is now a member. Alan is not in attendance due to illness.

Agenda Review and Approval: There is a complaint that will be discussed under “Scented products.”

\*\*\*Motion: Approve the agenda (Teresa/Shelia) All in favor 5-0-0

Prepackaged Foods: Kevin Warren, of BNF Kombucha, has finished his time in the “little food booth” Local Producers Program, and wants to move into a craft space. In addition to selling his labeled bottles and growlers, he is asking for an exception to use a “jockey box” which attaches to a keg and cools the beverage through ice, and allows him to run it into a container such as a growler. It is commonly used in retail situations. He would like to be able to fill containers brought by the public to save on hauling full jugs which need refrigeration, and to be more environmentally friendly. No additional licenses are needed. He would take precautions to keep the taps clean and untouched by outside containers, and does not believe there would be any risk of spillage but could put a tarp under his booth in case. He was filling cups in the food booth as well.

Discussion: Anything he sells needs a label, but he could hand one out with containers he fills. Cups being sold do not meet the requirements of a craft booth with prepackaged food. They are meant to be consumed on site so can only be sold in a food booth. He could still serve small samples. Perhaps a space near the food booths could be found for him; the Food Court Committee could be asked about it. Maybe when a food booth takes a vacation month he could fill in.

\*\*\*Motion: Grant Kevin an exception to use his jockey box to fill his own labeled, lidded containers or his customers' lidded containers with a handout label. Under no circumstances does this include cups. Small samples are fine. (Sue/Teresa) All in favor 5-0-0.

Carryover Screenings: Lisa Burrell brought the book she illustrated to the full committee. She did not write the story but the illustrations are more extensive than the text. She did the layout and published the book herself. She was given a two-week permission to sell until the committee met.

Discussion: The illustrations definitely dominate the text. The guideline needs work, as it says specifically “author” when in this case she would be called “illustrator.” The guideline work was put into the **BIN**.

\*\*\*Motion: Accept the book (Alex/Sue) All in favor 5-0-0

Pat Edwards has sent two coloring books she put together from her other publications. The illustrations appear to be clip art and not original drawings. While Pat has communicated that she believes that layout, publishing and editing is “making” a book, the committee has not been willing to stretch the guideline that far when the writing is not original to the member. This can be addressed again when the Books and Pamphlets guideline is discussed next season.

\*\*\*Motion: Accept the two coloring books by Pat Edwards (Teresa/Sue) 0-5-0 Motion fails; items not approved.

Approval of Minutes: Minutes of July 20, 2016.

\*\*\*Motion: Approve the minutes (Teresa/Sheila) 3-0-1

Administrative Report: There were three Notices of Concern. One had to do with soaps and lotions not made by the seller, but that was in error, as it was a shared booth. The second was another concern about Maker/Seller, but involved a family member and an employee, when clarified. The third was a complaint about scented soaps, which was addressed.

\*\*\*Motion: Accept the Admin Report (Teresa/Alex) 4-0-1

Old Business: Alcohol Sales: Another hoop to jump through involves the Saturday Market insurance policy, which has a “liquor liability exclusion.” There is a process of questions to be answered in order to get a quote for changing the policy. As we do not presently have a vendor to question for specifics, it may be hard to answer the questions in general terms. While this can be done, the organization first needs to decide if it wants to pursue the changes to the insurance policy as it will involve some costs. It might be useful to find out how LCFM and Salem markets handled the insurance piece.

This will be put into the **BIN** for later discussion if a vendor comes forward.

Partnerships: The “Who May Sell” section of the handbook should include the section about partnerships so people can find it. There are several areas where the committee doesn’t have consensus yet on business partners. Maker is the Seller is one of our firmest guidelines. Some ideas that were worked out didn’t make it to the meeting today, so the item was put into the **BIN** for later discussion.

New Business: Kegs and Taps: An exception was granted and we’ll see how it works. This will be on the agenda for next year and will sit in the **BIN** for now.

Scented Products/Market Map: There was a specific complaint that there is no effort to site scented products away from those who are sensitive. Map notifications are attempted at HM but on the Park Blocks it has not been workable. People have a right to choose spaces according to their points, and suggestions can be made but don’t have to be followed. The complaint also said that a letter was

supposed to be sent to all makers of scented products to invite them to a meeting, and that a decision was made to not follow through on that. Was the decision made within committee process? The committee members believe that conditions changed, the guideline was rewritten, and the process of staff follow-up was strengthened. A meeting was thought to be potentially chaotic and not productive, as it would include all products from candles to soaps to anything containing herbs or spices, and that most of those products did not present problems. The committee agreed that the strengthened guideline was sufficient. Staff will follow up all complaints with the members involved as is policy. A letter was sent to soap makers asking them to make sure they were buying appropriate ingredients and being sensitive to others. Any written communication does generate responses from worried members so newsletter notifications seem more effective in disseminating information. There is not a clear consensus on what can be required from all members selling this type of products. Paulette and Teresa will write an article for this week's newsletter to ask members again to be sensitive to concerns. More can be said in the communications in the Holiday Market process to educate members.

Evaluation: The Committee still needs more members. The agenda can be posted on the members' page to encourage people to attend.

Adjourned: 7:05

**BIN**: Books and Pamphlets Guideline; Alcohol Sales; Partnerships; Kegs and Taps in Prepackaged Foods in Craft Booths