

Attendance: Giorgi DeCarlo (Chair), Willa Bauman, Teresa Pitzer, Ritta Dreier, Kate Whitehorse, Eli Mazet, Julia Garretson Absent: Maria Moule Excused: Jaimee Gentile

Staff: Kirsten Bolton, Courtney Kauffman, Vanessa Roy

Recorder: Diane McWhorter

Guests: Chuck Roehrich, Rachell Coe, Paula Marie Gourley, Tym Mazet, David Church, Mary Newell

Introductions and Announcements: The group marked Kirsten's first year of being the GM, her birthday, and Courtney and Vanessa's birthdays. Paula reminded people that Catholic Community Services holds a food pantry three days a week.

Board Educational Minute: Elegant Solutions: Diane reminded the Board members and guests that the goal of the meeting was not to push forward agenda items but to find the best, most productive and fitting solutions to whatever questions or concerns were brought to the table. It takes time to work through the possibilities and build consensus before voting, but it is time well spent because rushed decisions are often found to be problematic later, and might not serve the entire community. Working together to find the elegant solution is the way to make participatory decisions that will last. The group does not really work by Robert's Rules of Order, although Roberta's Rules are better, but using the consensus-seeking model is our tradition. Books are available for loan from the Market's library for further study, and Board members can order free books from the Ford Family Foundation or borrow them from the Eugene Public Library.

Members who would like to present an Educational Minute are invited to schedule one with Kirsten.

Pressing Member Concerns: It was clarified that this section is for concerns that are not on the agenda, from guests, or through Board members who have been asked to bring them forward. None were brought.

Agenda Review/Amend/Approve: Add Budget Committee meeting to Committee Reports

***Motion: Approve the agenda as amended (Teresa/Julia) 6-0-0

Seat New Board Members: Welcoming Chuck and Rachell as new Board members, and Teresa for a second term. Thanks to Willa, Maria, and Teresa for their completed terms.

***Motion: Seat new Board Members (Julia/Kate) 6-0-0

Officer Elections: A new Vice Chair is needed.

Nominate: Kate (Julia) Kate accepted.

Nominate: Ritta (Teresa) Ritta declined.

No other nominations were forwarded.

Secret paper ballots were used. The vote was 7-0-1.

Appoint Members to the Personnel Committee: Those already serving include Giorgi, Kate, and Eli. Interested candidates: Ritta, Teresa Paper ballots were used. Both were approved, 8-0-0 and 7-0-1 respectively.

Approval of Board Minutes: Minutes of June 6, 2018

***Motion: Approve the minutes (Julia/Teresa) 5-0-2 (Eli, Julia)

Volunteer of the Month: Paula Marie Gourley was named for July, and Mary Newell was named for August. Send nominations to info@eugen Saturdaymarket.org

Administrative Report: Kirsten clarified that the link to the Policy and Procedures Manual, a Google document, will always be printed with the agenda for all members to access. It will be the most current source of policy documents.

She requested a Resolution to add language to the current Saturday Market handbook regarding Selling Rights, to be consistent with the Holiday Market handbook. Changes in **bold**.

“Members who violate Saturday Market **or Holiday Market** rules and regulations are subject to disciplinary action. If a Market rule is blatantly disregarded by a member, they will be issued one written warning from the Market Manager. Subsequent violations of the same rule will result in loss of one point from the Member’s record per violation.

Members who violate Saturday Market rules may be subject to **additional consequences, including** suspension or termination of their selling privileges. Members whose selling privileges have been suspended are not considered eligible for space assignment.”

ORS rules specify what steps are permissible to suspend or terminate membership in Oregon nonprofits. Concerns include steps that can be taken when the violations are not by the member but by their family members or guests. Other sellers used to have to sign the membership agreement. There is a section that says members are responsible for friends and family. This could be added again with this language to clarify.

***Motion: Make a resolution as written and add the sentence “Members are responsible for the behavior of friends and family who visit or stay in their booth.” [The motion was amended to add the additional sentence.] (Teresa/Eli) 7-0-0

PAX World Fund: A Resolution is needed to change the agent from Kimberly Cullen to Kirsten Bolton.

Resolution: “The Board of Directors of The Saturday Market, Inc., acknowledges that Kimberly Cullen resigned her position as General Manager in May 2017 and Kirsten Bolton was hired as General Manager in July 2017. She has the Board’s authorization to be signature guaranteed by US Bank for the purpose of changing the registered agent on the PAX World Fund Account, ending in #4882, out of Kimberly Cullen’s name and into Kirsten Bolton’s name.”

**Motion: So moved. (Ritta/Julia) 7-0-0 All in favor.

Census through July 21st is attached. July financials are coming.

Holiday Market stage booking begins in August. Postcards went out in late June and registration is strong. The Member Handbook is completed. The Guidebook ad form went out July 21st and will be due by August 11th.

***Motion: Accept the Admin report (Teresa/Julia) 7-0-0

Advertising Report: Vanessa reported on the Social Media statistics, which are all improving with the exception of Yelp. Saturday Market received the Fentress Award at the BRAVA Breakfast at the Hult Center on June 1st, which included a \$600 operational funding grant. The stage is booked through November. There have been 28 new musicians or acts on the stage so far this season. The vendor interviews have been well-received. An OCF photo promotion was tried, and points learned for more success next year. The Holiday Market poster and Guidebook cover were presented to the Board for review and there will be a Canva class. A HM TV ad will be completed soon and advertising contracts signed. Gift tags or stickers were suggested. A stamp for paper bags could be used to have bags to give to customers. The new member social media posts are bringing in new members and conveying the message that Market is always new. The best way for members to help with media is to share social media posts widely on personal and business pages.

***Motion: Accept the Advertising report (Teresa/Julia) 7-0-0

Treasurer's Report: The May and June P&L statements were distributed in the Board packet. Minor fluctuations were observed in spending and income, but income trended above budgeted amounts, and spending was held below budgeted amounts except for timing and posting variances. Year-to-date Net income is well above budget at this time.

***Motion: Accept the Treasurer's Report (Teresa/Eli) 7-0-0

Committee and Task Force Reports: Holiday Market Committee: Paula reported on the June 12th meeting. No July meeting was held. The increase in Holiday Hall rent was discussed and a new sign previewed. They reviewed the advertising budget and renewal postcard, as well as preliminary poster options. They set a work plan for the remaining months. August will include the poster, decorations, dress-up days, and elf game preparation. September will include work task signups, and Kareng Fund raffle.

A motion to change BHOR attendance requirements from 4 blocks to 5 blocks failed to pass. The budget for the new sign was set at \$300. A document to explain HM points and BHOR status in more detail will be prepared by Vanessa for distribution and newsletter publication. Harvest dinner will be planned. Next meeting August 8, 3-5 pm.

***Motion: Accept the Holiday Market report (Teresa/Julia) 7-0-0

Street Team Report: Kirsten reported for the Team on the June 14th meeting. They are continuing successful distribution of the Guidebook at just over 700 per month. The "This Could Be You" easel display on the East Lawn is continuing. They did not meet in July. They will try posting on the members Facebook page regarding materials purchasing and other items of interest to members. Next meeting August 9th.

Standards Committee: Teresa reported on the June 20th meeting. They did not meet in July. The Committee discussed and approved mending services and wood-burned signs by new members, approving both. There were no Notices of Concern. They recommended changes to the guidelines as follows:

Pipes: Recommend adding the sentence "Signs must be visibly posted." to the existing guideline.

***Motion: Approve the Standards recommendation for amending the pipe guideline to have signs visibly posted. (Julia/Rachell) 7-0-0

Container Candles: language change recommendations were sent back to the Committee for revision.

Services: Not all services need to come to the full committee. They recommend changing the guideline to read: “Services provided by members at the Market must meet the following requirements: any service that requires licensing, insurance or a permit must attend a full committee meeting. Examples of services that would need to attend a full committee meeting include but are not limited to: mechanical services, massage therapy, physical therapy, technical consulting. Examples of services that would not need to attend a full committee meeting include but are not limited to: face painting, faith healers, tarot readers, henna tattoos, sound healing.”

***Motion: Approve the guideline wording requested by the Standards Committee for services. (Julia/Eli) 5-0-2 (Kate, Ritta)

Family memberships and Member Legacy (policy for retiring or deceased members) will be discussed at the next three meetings. Next meeting August 15th, 5:00 pm.

***Motion: Approve the Standards Committee report (Julia/Rachell) 7-0-0

50th Anniversary Task Force: Colleen gave the report of the July 26th meeting. Members discussed the book of member stories to make in cooperation with Street Team, making it photo-heavy since there is a great archive of photos. Suggestions were to set a word count of 250-1000 words, and set a deadline for stories or proposals to assess how many might be received.

Priorities for 2019 50th Season promotions were discussed. Items were an ad campaign, banners, logo items, archives, honoring past staff and boards, linking up with First Fridays, linking up with OCF, news articles to be submitted, oral histories, gifts to OCF or the community, and other smaller projects. Some preliminary logo options were reviewed. Essential elements include “50th Season” and “Since 1970.” A callout for member-made items will be made soon. An email address was set for submissions of proposals or stories: 50thanniversary@eugen Saturdaymarket.org

Tent Pole events, big events that would be highly promoted, include special Legacy entertainment, including Vaudeville, periodically during the season (April, July, September, December.) Other suggestions included making a CD of Market performers, creating a Friends of Saturday Market group, gathering together other Saturday Markets we’ve spawned, and giving back to our customers. OCF has been contacted to see what cooperative efforts might be possible.

Next meeting set for August 22, 3:00 pm.

Volunteer Work Group: Colleen reported on the July 26th meeting. The group is hoping to wrap up their work with one more meeting (TBA). Recruiting has worked for Standards but other committees still need members. The MVP brochure is available at the front desk. Everyone should continue to recruit new volunteers person-to-person, as that is the most effective method. A survey was reviewed and edited to assess potential volunteer skills and interests. A dispute resolution process was discussed, for the member-to-member conflicts which sometimes arise. Process and policy need to be in place so that those involved know where to take complaints. They recommend changing the Behavioral expectations in the Code of Conduct and Ethics to set a clearer process for resolution of such conflicts. The Board asked for more discussion before changes were made. It will be put on the Board agenda.

A policy for defining Working Groups was proposed:

Saturday Market Working Groups:

- Work task focused. Policy recommending group.
- Board approved Mission Statement.
- Meetings open to Market members, scheduled, with posted agendas.
- Assigned Staff member, to serve as an adviser and a liaison to the Board.
- Yearly elections for facilitator and scribe or rotating facilitators and scribes.
- Membership open to anyone, after attending one meeting.
- Budgets approved thru Budget and Board process.
- Covered by all by-laws of the Eugene Saturday Market.
- Reports to the Board, following every meeting

***Motion: Approve the Saturday Market Work Group policy. (Teresa/Kate) 6-0-1 (Julia)

Budget Committee: Kirsten reported on the July 31st meeting. They reviewed the June P&L and Balance Sheet. They authorized the purchase of a new 19-month CD with a purchase amount of \$25,000 using funds from a matured CD. Next meeting October 24th, 2-4p.

Old Business: Leaving Early and Parking issues have subsided enough to be taken off the agenda.

New Business: Member Grievance Policy: The policy was revised last in September and is in the Personnel policies.

Market Supporter Program: This item is for members to think about to discuss at a later meeting. Many nonprofits have these and Bill Goldsmith is interested in starting one. It will be put on the agenda for the next meeting.

A new contact list was distributed.

The Annual Meeting is set for October 28th at the LCC longhouse. It will be combined with the Harvest potluck.

***Motion: Adjourn (Ritta/Eli) 7-0-0 7:45

