

Attendance: Giorgi DeCarlo, Willa Bauman, Jaimee Gentile, Teresa Pitzer, Kate Whitehorse, Maria Moule, Ritta Dreier, Eli Mazet

Staff: Courtney Kauffman, Vanessa Roy, AJ Jackson      Recorder: Diane McWhorter

Guests: Linda Lamb, Rachell Coe, Chuck Roehrich, David Church, Tym Mazet, Colleen Bauman, Mark Brown, Leslie Hubbard

Introductions and Announcements: Intros around the room. Announcement: Saturday Market won the [2018 Fentress Award](#) on June 1<sup>st</sup> at the Arts and Business Alliance BRAVA Breakfast at the Hult Center.

Pressing Member Issues: Leslie Hubbard: Leslie sought an annual renewal of her medical exception to leave early on days when extreme heat or other conditions caused her to be in danger. She has done this for years and is always as quiet and unobtrusive as possible. She informs the information booth and her neighbors as the policy states.

\*\*\*Motion: Extend her exception to leave early after informing the info booth (Teresa/Willa) 7-0-0

Agenda Review: add Evaluation Revision to the Personnel Committee Report

\*\*\*Motion: Approve the agenda (Teresa/Ritta) 7-0-0

Approval of Minutes: no changes

\*\*\*Motion: Approve the minutes of the last meeting, May 2<sup>nd</sup> (Ritta/Teresa) 5-0-2 (Jaimee, Maria)

Administrative Report: Courtney reported that Saturday Market won the Fentress Award. Four members were featured in the RG on Monday. The Policy and Procedures Manual is online at the Google Docs

link.[https://docs.google.com/document/d/1irMYSg3J1IW5sVYqb76zN\\_7WPhFPCeWys2Yv\\_maamQM/edit](https://docs.google.com/document/d/1irMYSg3J1IW5sVYqb76zN_7WPhFPCeWys2Yv_maamQM/edit)

Staff met with Will Dowdy, who said there is no update on the Land Swap, pending the court decision due in December. Stakeholder meetings may start to discuss design but no funds have been allocated. The city is working on the Riverfront project. There will not be any open-air market space planned there, but mostly housing and retail.

Founder's Day/ Mother's Day was a huge success.

An election is scheduled for this weekend, June 9<sup>th</sup>, with four candidates running. Mary Newell will act as Head Teller, assisted by Elaine Leland and Amanda Ryznar, with results certified by Diane McWhorter (Secretary.) Saturday Market will have a booth at the OCF this year, staffed by AJ, Beth Little, and a few volunteers. Sanipac is reporting that the dumpster is too full and the fees will increase if neighbor cooperation is not forthcoming.

The City is planning some programming on the deck this summer, including placing a piano there and hiring musicians to play on Saturdays. Setting up booths there did not work in the configuration that was tried. A motion for the Info booth rebuild (cost: \$3000) was requested.

The current census was attached, through 5/26.

\*\*\*Motion: Purchase a new information booth (Teresa/Eli) 7-0-0

\*\*\*Motion: Accept the report from the Administration. (Ritta/Kate) 7-0-0

Advertising Update: Vanessa reported on the social media statistics. The 30 second TV commercial was reviewed on the FB members' page and helpful feedback was forwarded to the artist for revision. It may be aired in the fall if the budget allows. Press releases of the Fentress Award gathering were sent to the media with lots of photos taken. It came with a \$600 grant for operating funds. The stage is booked at 90% through October, with GRRRLZ Rock on September 10<sup>th</sup>. Other themed days are in the planning stages.

Guidebook distribution is going well, and the schedule for the HM version has been set (July 21<sup>st</sup> forms available, payments due August 11<sup>th</sup>, art due August 21<sup>st</sup>. The HM application postcard will be mailed June 22<sup>nd</sup> and will go live on the website on that date. BHOR application is due July 20<sup>th</sup>. The HM Handbook is finalized. The Holiday Market poster and Guidebook cover draft was presented for review, created by Dahna Solar. Members appreciated being asked for feedback on that and the video and the atmosphere of respectful dialogue over possible revisions. Two versions were shown and a straw poll of all in the room showed an even division of opinions on which was better. A combination of features seemed to be advised.

\*\*\*Motion: Accept the Advertising Report. (Teresa/Ritta) 7-0-0

Treasurer's Report: Financial Reports deferred to next meeting

Committee and Task Force Reports: Holiday Market Committee: Colleen reported on the May 8<sup>th</sup> meeting. Mary Newell has joined and brought a new idea for a lighted pole near HH, for which she will make a prototype this year. Vanessa will be the regular staff person for the committee. There is no update from the Fairgrounds and the HM Committee will not pursue further the idea of leaving stock in booths, due to costs and contract issues. They will discuss an earlier closing time at a future meeting. An updated workplan includes: June – HM postcards mailed out to Booth Holders of Record, call out for elves in newsletter, HM postcard due date 7/20, review signage and decorations, ad placement/advertising plan. July – Meeting on 7/25 about rack rate/fees August – HM poster/GB art ready to print by 8/28, continue ad placement/advertising plan, inventory decorations/determine if we need to purchase anything, dress up days. September – HM applications available to new Members, work task signups, deadline for elf photos 9/15, Kareng Fund distribution of raffle items/callout for raffle items October – HM poster distribution (collaboration with Street Team?), elf ornament coloring party, finalize HM survey November – survey distribution (distribute earlier this year so Members that sell in the first two blocks can participate), add dress up days to survey.

Old and New Business included discussions of the “rack rate” increases for Holiday Hall, which are not sustainable as proposed by the FG. The Elf contest was scheduled and improvements suggested. They discussed adding an attendance requirement to BHOR status. They are recruiting new members. Next meeting June 2th, 2-4:00 pm.

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

Food Court Committee: Colleen reported that the Committee reviewed opening day and various details of operations regarding water and trash. They suggest a “Be Kind to Each Other” handout and observed that the Food Court is being kept very clean. An “International Passport” idea was discussed to promote customers trying new foods and promoting all the booths at once, planned for the quieter months of September and October. Individual booths are trending away from plastics and trying out different straws. Next Meeting August 9<sup>th</sup>.

\*\*\*Motion: Accept the Food Court Committee report (Teresa/Jaimee) 7-0-0

Street Team: Vanessa gave the report to the Board and meeting minutes. They have been distributing the Guidebooks, working on the “This could Be You” display, and getting ready to work on the book of member stories for the 50<sup>th</sup> Anniversary. Vanessa will be the staff liaison for the Team. She thanked Diane McWhorter for the Founder’s Day efforts and Kim Still for the archives in her office. They will focus on gathering ideas to pass on in support of new members, write some MVP articles, and begin working on history and member stories for the 50<sup>th</sup>. Next meeting June 14<sup>th</sup>.

In response to questions, a poster can be made from the Founder’s Day history display to take to OCF. The originals are museum-quality so need to be protected from damage.

Standards Committee: Teresa gave the report of the May 16<sup>th</sup> meeting. Several new members attended. There were no Notices of Concern. Research was done about the costs (minimum \$1500 annual cost of insurance, bottles only) and regulations for selling alcohol at the Market. The Container Candles guideline was discussed with no changes recommended. Selling by Family Members was discussed. Practices currently include members getting points for days when they are actually not present, which was not the intention of the rule. This is unfair to those who have no family members to help them sell, as well as eroding the “Maker is the Seller” basic standard. Family Memberships and Member Legacy policy will be in discussion for several months, and members will be asked for input. Family member Code of Conduct expectations also needs a look, maybe adding back the ability for family members to sign the membership form as used to be the practice.

The present guideline is enforceable, which may clear up some of the concerns. The intention was One Member/ One Saturday/ One Point. Staff will begin advising members of the guideline.

\*\*\*Motion: Accept the minutes of the Standards Committee (Ritta/Eli) 7-0-0

50<sup>th</sup> Anniversary Task Force: Diane reported on the first meeting, May 16<sup>th</sup>. Colleen will chair and Diane will Scribe, but if new attendees are interested they will mentor others to do those jobs. A brainstorm generated a lot of great ideas: Logo (in process), Book of member stories (in process, work with Street Team), Focus on 50th Season (2019) beginning this year, Event on 50th Anniversary, Saturday May 9, 2020, New Banners, Plaque or update old plaques, Website section, Oral Histories, T-shirts, After-Market Party when members are not selling, Honor former Staff and Board members, Slide show, Displays, Block of rooms at Hilton, Kareng Fund Tie-in, Fundraising, Entertainer round-up, Archive work and placement, Outreach to LCHS, UO, Public Library, Chamber of Commerce, Springfield, City of Eugene, Extended markets, First Friday Art Walks, Banner or arch over 8th and Oak or Oak at Park Sts., Tie in to Bach Festival, Tie in to Oregon Country Fair, Market Legacy Workshop Series, Commemorative Pins, Other collectible items, Focus on member-made logo items, Kick-off event, Involve celebrities and public figures, Vaudeville, Parade, Block Party. Other ideas added at the Board meeting included: Party at the WOW Hall, a commemorative CD, Onsite radio broadcast by KRVM, tie-in with the Hilton, Communiversity. Next meeting Thursday July 26<sup>th</sup>, 5:00 pm.

Personnel Committee: Willa gave the report of the May 23<sup>rd</sup> meeting. The Job Descriptions for Membership Services Coordinator and Marketing Assistant were updated to match current work schedules and benefit eligibility. The Evaluation form for the GM position was revised as well as the Employee Handbook. A few changes still need to be made to the Eval form, which Vanessa will do in

consultation with Diane. It will be distributed in August. The Employee Handbook will come to the Board at a later meeting.

\*\*\*Motion: Approve the revised annual Eval form for the GM. (Teresa/Ritta) 7-0-0

\*\*\*Motion: Approve the Personnel Committee report (Teresa/Eli) 7-0-0

Volunteer Work Group: Colleen reported on the May 30<sup>th</sup> meeting. Members discussed recruitment, a volunteer survey form, and the brochure draft. Each volunteer is asked to recruit three new volunteers (“Each Three” campaign.) Details of the process for Volunteer of the Month and Volunteer of the Year were discussed. Nominations for Vol. of the Month can be sent to the [info@eugen Saturdaymarket.org](mailto:info@eugen Saturdaymarket.org) email, and the Officers will select the Vol. of the Year from the top three names provided from staff and members. A Dispute Resolution Process was discussed and will be discussed again at the next meeting, as well as volunteer training. Thank you cards are available should anyone like to send one to someone they would like to recognize. Next meeting July 26<sup>th</sup>, 3:00 pm.

Old Business: Volunteer of the Month: Willa Bauman was awarded the honor and a certificate. She was extraordinary in her dedication to the organization for the last 18 months and the Board is very grateful.

New Business: Bylaws: the last update brought forward an artifact in language so the Secretary reviewed the entire document and made sure it was current. Only the language of his/hers was changed to they/them to reflect current usage. Updated copies will be distributed at the next meeting.

\*\*\*Motion: Approve the revisions to the Bylaws (Willa/Kate) 7-0-0

Election Procedures: The Board reviewed an updated document of procedures that more clearly reflect current and best practices for our Board elections. Mary Newell worked extensively on it as Head Teller. Member feedback pointed out that there is little information available for prospective candidates about what expectations are and how to meet them. Everyone was reminded that the Policies and Procedures Manual is now [online](#) and should include some of the needed information. All efforts will be made to keep it updated and current.

\*\*\*Motion: Approve the Election Policy and Procedures (Teresa/Willa) 7-0-0

Review Reserve Space Openings: Courtney advised that three spaces are open to reserve in point order of selection. They are 188, 144, and 139 is a one-year-only reserve.

Seating of New Board Members: Members will be seated at the August 1<sup>st</sup> meeting as usual, since we don’t have a July meeting. Members terming off are still required to attend to seat their replacements.

\*\*\*Motion: Seat new Board members on August 1<sup>st</sup>. (Teresa/Eli) 7-0-0

Leaving Early/Parking: Staff circulating through the Market at closing time pleased a lot of members. There were no reports on whether or not anyone was cited. Members are not united on whether or not points should be docked for leaving early. There is a three-strikes policy for Holiday Market but it is not as clear on the Park Blocks. Neighborhood agreements often enable a few members in outside spaces to leave, as it facilitates the loading out for others. Peer pressure works sometimes but members don’t like to speak about it to others. Supporting staff to enforce would be an important component. Staff often feels uncomfortable with members who disregard the rule consistently, and sometimes they feel that they don’t have the authority to insist. Formal complaints will facilitate responses and they can

be simple incident report forms that don't carry heat between members. Parking is a similar issue, depending on member goodwill and neighborhood agreements, which often are invisible to new members and older members sometimes get used to disregarding the rules. Exceptions make peer interactions more difficult for observers. The Orientation does mention the issues, as they affect member and organizational prosperity and customer regard. Discussion was tabled to the next meeting.

\*\*\*Motion: Adjourn to Exec Session (Teresa/Ritta) 7-0-0 7:30 pm