

Attendance: Colleen Bauman (Chair), Jaimee Gentile, Tym Mazet, Ritta Dreier, Chuck Roehrich, Rachell Coe Excused: Teresa Pitzer, Kate Whitehorse Absent: Giorgi DeCarlo

Staff: Kirsten Bolton, Vanessa Roy, AJ Jackson, JJ Hendrix Recorder: Diane McWhorter

Guests: David Church, Janet Rosenberg

Introductions and Announcements: Kate Whitehorse has resigned from the Board as of March 1, 2019, due to work commitments. Jell-O Art Show will be March 30, 5-8 pm at MKAC.

Agenda Review: Add Elect Vice-Chair after the Board Educational Minute

***Motion: Approve the agenda as amended (Tym/ Rachell) 5-0-0

Approval of Minutes: Minutes of February 6: Correction: Under Board Educational Minute, change the language to read: *Colleen delivered the Board Educational Minute. Saturday Market operates as a Mutual Benefit Corporation.*

***Motion: Approve the minutes as edited (Ritta/Jaimee) 5-0-0

Volunteer of the Month: Janet Rosenberg. Janet has served on the Food Committee for years and also serves on the DTD Task Force, and has made an amazing contribution this year by designing, making and helping to install reuseable coverings for the HM tables that will save money and be more sustainable than the vinyl that had been in use. She also sets a great example of a food booth that keeps things current and professional with lots of interesting specials and fun new products.

Board Educational Minute: A list of possible topics was provided for volunteers to choose from, so that each month a BEM will be presented by someone in their area of interest. Tym will do Facilitation tips in May, Ritta will do Duty of Obedience in April, Jaimee will do Duty of Care, Rachell will do Duty of Loyalty, and Chuck will think about one.

Elect Vice Chair: Jaimee Gentile and Giorgi DeCarlo were nominated, but the first vote was tied 3-3. The second vote was to elect Jaimee 6-0.

Replace Board Member: Kate's term would have ended in 6-19. The Board has the option of filling the unexpired term, or waiting to fill it at the next election. There will be three meetings before the next election, but there is no July meeting so new Board members are seated in August. Appointing provides a period of training for a new member, who could then run for two consecutive full terms. Operating with one less member could possibly result in a meeting without the quorum of six.

***Motion: Find someone to appoint for the position temporarily (Chuck/Tym) 5-0-0

Nominate Linda Lamb: Tym

Nominate Anna Lawrence: Tym

Both ran in the last election. For clearer process, Tym withdrew both nominations to allow a motion.

***Motion: Invite Anna Lawrence to fill the vacancy on the Board (Ritta/Jaimee) 5-0-0

Discussion: Anna did receive more votes in the last election, and has served on the Board and as Vice-Chair.

Pressing Member Concerns: none

Administrative Report: Kirsten reported that the Market Standards and Craft Specific Guidelines has been edited and passed by the Standards Committee. Permits of the right of way on the streets around the Park Blocks have been approved. The Porta-Potties will be moved into the parking spaces in the same location, giving them some distance from the deck. There will be cones placed for safety and the doors will open to the sides. There will be a few more secured parking spaces for musicians and other operational purposes, at no cost to the Market. The Fire permit will be finished next week, and the new Info Booth will also arrive next week. The storage pod currently in parking on the west block will be moved to the east block and will be wrapped. It will probably go behind the wall east of the food circle. It is used for City equipment used for Park Blocks activation, which is expanding into the East block this spring. A discussion was held about other possible locations but it was felt that the City had made their decision and other locations brought other problems, such as loss of loading and parking spaces.

The Budget is attached, though it is not finalized. The Fairgrounds contract for 15 days of HM is in process. Services have been contracted for Security, Buck's, Fork Washing, and Garbage for the PB season. Membership renewal is going great!

***Motion: Accept the Admin report (Tym/Jaimee) 5-0-0

Advertising Report: Vanessa reported that social media stats are still going up except for Pinterest which gets a swell during HM. Print ads will start at the end of March, all in full color and bigger in the Weekly. TV and radio spots are booked. The poster is almost ready. There is now a 50th Season Facebook page dedicated to photos and stories. An Opening Day event has been circulating. An Opening Day press release will go out the last week of March. More yellow and red banners will be added to the back of the food booth fencing and to the Info booth. The ones hung in the Park Blocks already are visible and exciting! Members discussed the pod wrap in the context of the open Market and wondered about putting an additional sign on it on Saturdays to mitigate any loss of visibility and for placemaking. They suggested that staff try to work with Facilities to make sure it will enhance our customer experience and not send them away.

***Motion: Accept the Advertising Report (Tym/Jaimee) 5-0-0

Treasurer's Report: Tym reported that a bank error skewed the Admin expenses but it was caught and will be corrected. Total income was under budget for the month but is still healthy for the year. Expenses were higher than budgeted, but the monthly increases during the offseason will not affect the YTD net income which is still 20% over budget.

***Motion: Accept the Treasurer's report (Jaimee/Ritta) 4-0-1 (Tym)

Committee Reports: Holiday Market: Colleen reported on the meeting which included recommendations on the dates of HM, and the way the blocks will be sold. They discussed many options and considered the benefits of being indoors in November two weekends before Thanksgiving, since it is scheduled for very late in the month this year. A final 5-day run to get enough selling days

was not felt to be ideal. The Elf game could run for two weekends to encourage attendance. Additional points could be given for the first weekends to encourage booking them. Discussion explored various ways to encourage participation in November selling, and possible drawbacks of changing the traditional calendar.

Recommendation: Approve the dates 11-16-19 through 12-24-19 with the final weekend split into two blocks for a total of 7 blocks.

The committee also adopted their yearly work plan, scheduled co-chair elections (in March) and scheduled times to discuss 50th season plans for special events such as the Fashion Show. Next Meeting March 13, 3:00 pm.

***Motion: Approve the dates (11-16-19 through 12-24-19) with the final weekend split into two blocks, for a total of 7 blocks as stated in the report (Ritta/Rachell) 4-0-1 (Jaimee)

***Motion: Approve the Holiday Market Committee report (Rachell/Tym) 5-0-0

Policy and Procedures Task Force: Kirsten reported from the Feb. 13th meeting that the work is ongoing, with a few new members who were brought up to speed. They will focus on continuing to organize the Google Docs site, making sure documents are up to date, and adding newer documents from the past year. Next meeting will be in April to prepare for a possible presentation at the Board retreat in May.

Budget Committee: Tym reported on the February 19th meeting. They increased a Wa. Fed. CD to 20K, using funds from the Checking account, and purchased an additional 19 mo. CD.

***Motion: Accept the Budget Committee report (Rachell/Ritta) 5-0-0

At the Feb. 28th meeting, the Committee **recommended** the 2019 HM Fee structure, breaking the last weekend into two blocks and increasing the work task fee to \$40. They also **recommended** that Kirsten sign the Lane Events Center contract. (This was discussed at the 2-19 meeting by the full committee) They further **recommended** that the Personnel Committee meet and discuss the Pension Plan, future considerations of the Health Insurance plan, and a GM salary increase for the 2019/2020 budget. It was also their **recommendation** to raise staff wages in accordance with the state-mandated minimum wage increase of \$.50/hr effective July 1, 2019.

***Motion: Approve a \$40 task fee for the 2019 Holiday Market (Ritta/Rachell) 5-0-0

***Motion: Approve the recommendation to break the final week schedule into 2 blocks and the fee structure for HM 2019 (Ritta/Rachell) 5-0-0

***Motion: Accept the Budget Committee's recommendation to authorize Kirsten Bolton to sign the HM contract (Ritta/Rachell) 5-0-0

Personnel Committee will meet to discuss the other matters in the report. The minimum wage increases are mandatory so can be accepted with the report.

***Motion: Accept the Budget Committee report (Ritta/Rachell) 5-0-0

Standards Committee: JJ gave the report as the Co-Chairs were not present. Gary chaired the meeting. The Committee reviewed the Notices of Concern from HM. They made a few adjustments to the Craft Specific Guidelines. The majority of the meeting was a discussion of the Scent issue. For specific points please refer to the minutes of the meeting. More research will be done and the issue will be discussed again at the March and April meetings, with a callout to members affected during April, to discuss at the May Board meeting, with a Standards recommendation expected in May, to be sent to the Board in June.

***Motion: Approve the Standards Committee report (Jaimee/Ritta) 5-0-0

Food Court Committee: Colleen gave the report of the Feb. 21st meeting. They approved their work plan and debriefed Holiday Market. Moving two food booths solved an operational problem. The Committee **recommended** moving the Musician's Coop from the Main Hall to expand customer seating, in response to complaints about a seating shortage. They could set up in a nonprofit space or buy booth space.

***Motion: Move the Musicians' Coop out of the Main Hall and use the space for seating. (Rachell/Tym) 4-0-1 (Chuck)

The Committee **recommended** to have pre-recorded, non-holiday related music play during intermissions (at Holiday Market only). Locally produced music would be preferred.

***Motion: Have pre-recorded non-holiday-related music during intermissions at Holiday Market only (Ritta/Rachell) 5-0-0

After a discussion of providing water to customers in need, the Committee **recommended** having a policy that at the FC Member's discretion, they may offer water, but they cannot list it on their menu, and will offer it upon request only.

***Motion: Approve the recommendation. (Rachell/Tym) 4-1 (Jaimee)-0

Straws were discussed and passed to the Sustainability Committee for more research and discussion.

***Motion: Approve the Food Court Committee report (Ritta/Jaimee) 5-0-0

Old Business: Retreat Planning: Members were asked to articulate a goal for a successful retreat by answering the sentence "The Board will have a successful retreat if..." Those included: Try to see a new point of view; go with an open mind; have good attendance; find out new things about Board members and how it all fits together; it's a fun atmosphere; we come away energized and excited; we get some new tools; we get a renewed feeling of excitement for the Board process; come together as a team; everyone gets new knowledge; if we can address anything that is hanging the Board up, or project into something that hasn't yet been considered.

Emergency ByLaws: a rough draft will go to the Policy Task Force and come back to the Board.

New Business: Review Draft Budget for 2019/2020: The draft budget was presented and reviewed. As always it is conservatively projected based on past expenses and expectations. A slight increase in advertising costs was projected due to the promotions for the 50th Season and Anniversary.

Marketing Plan: A month-by-month plan for Tentpole dates and other events for the season was presented. Ads will support the days and entertainment will be scheduled to fit. A 50th Season FB page was put up for member stories and photos. Events will also be announced there. Members are encouraged to contribute and share it widely. It will be monitored to control any inappropriate content.

***Motion: Approve the Marketing Plan (Jaimee/Ritta) 5-0-0

Authorize Continuing Resolution: Because the Board does not meet again before the fiscal year ends on March 31st, this is a commonly done practice.

Grant Award: Congratulations to Diane for receiving a grant of \$2000 from the Lane County Historical Museum for the traveling archive project.

***Motion: Authorize a continuing resolution to operate without a budget until the Board meeting on April 3, 2019. (Jaimee/Tym) 5-0-0

Meeting Evaluation: Thanks for being prepared, and taking the Board job seriously. Staff loves working for the members. A lot of work was completed. Preparation and teamwork makes the meetings pleasurable and efficient. Thanks to all for their service, particularly to those who keep coming back and pitching in.

Next Meeting: April 3, 5:15 pm (time to be cleared with all Board members.)

Adjourned 7:50 pm