

Attendance: Colleen Bauman (Chair), Rachell Coe, Teresa Pitzer, Linda Lamb, Gary Becker, Chuck Roehrich, Tym Mazet, Anna Lawrence, Ritta Dreier

Staff: Kirsten Bolton, JJ Hendrix, Vanessa Roy

Recorder: Diane McWhorter

Guests: David Church, Denise Gosar

Introductions and Announcements: Intros around the room. Announcements: The Census is hiring if you know anyone who wants a part time job. Vanessa will post it on Facebook.

Volunteer of the Month: Denise Gosar won the award for September. She is a Market treasure who is currently working hard on the Sustainability Committee.

Pressing Member Concerns: none

Agenda Review: Remove Board Educational Minute. Reassign Duty of Care for February; Anna will take it.

\*\*\*Motion: Approve the agenda (Teresa/Rachell) 8-0-0

Approval of Minutes: Minutes of July 28, 2019

\*\*\*Motion: Accept the minutes (Rachell/Ritta) 7-0-1 (Ritta)

Administrative Report: Kirsten reported that the team met with Cameron McCarthy and the City on August 28<sup>th</sup> to see the preliminary draft of the final concept which will be unveiled to the public on the East Block on September 12<sup>th</sup>, 4:30-7:30 pm. Some spaces will be displaced by enlargement and moving back of the stage, so a motion is needed to give special consideration to those members directly affected.

\*\*\*Motion: The Board of Directors acknowledges that the Park Blocks/Town Square redesign will displace specific reserved members whose spaces will no longer exist in their current locations, and that we will give those members who are displaced first choice of the new booths that will be created by the new design. The affected members will be placed in point order at the time of allocation and allowed to select these spaces before regular allocation begins. They may opt to not participate in this special allocation and be in the regular booth allocation based on their points. So moved (Teresa/Rachell) 8-0-0

Discussion: Other booths will be impacted, but not everyone who loses shade or a wall or other feature can be accommodated under this motion. We will need some kind of process to mitigate other conditions. Some may be shifted by a bench or tree but can retain neighbor relationships or orientation. The design is not completed; it's still a concept. We'll have to see an actual blueprint or the built space before we will know all of the issues. Right now we want to reassure people who will see their spaces are gone in the concept. Another motion could be drafted to address other situations, or can be done later. The team can be directed to return with other ways to mitigate or accommodate other types of disturbance. The system has to be fair. It's important to protect the point system.

\*\*\*Motion: The Board will continue to work to identify impacts of the Town Square redesign on members and their booths and to develop mitigation and accommodation for those members. (Teresa/Anna) 8-0-0

Other issues include an 8<sup>th</sup> St. redesign turning it two-way; Kirsten attended a meeting of stakeholders. She also attended a proposal review meeting to select the landscape architect for the TS project: Cameron McCarthy was selected.

A new food booth was selected: Irie Jamaican Kitchen, who will start September 14<sup>th</sup>.

HM: The Musicians Collective selected a 1-yr solution for a table facing the stage; will not be in Hol. Hall. Permits and equipment rentals and schedules finalized. Spaces rented: Block 1 74%, 2:78%, 3: 83% 4: 90% 5:91%, 6:90%, 7:82%, and many are still reserving. Census attached.

Kirsten met with City Manager Jon Ruiz. She will be taking a vacation in January.

\*\*\*Motion: Approve Kirsten's vacation from January 13<sup>th</sup> to 31<sup>st</sup> 2020. (Tym/Anna) 8-0-0

\*\*\*Motion: Approve the Admin report (Teresa/Ritta) 8-0-0

Advertising Report: Vanessa went over the media stats, which are still consistently increasing. Lots of Google reviews are being posted and many searches (40,275 over the last 30 days.) The HM posters and postcards are in though posters won't go up yet. The Elf deadline is Sept 15<sup>th</sup>. The HM website has been updated. She could still use fine art, particularly framed, for the Library show. Fashion Show planning is slow but will increase. Most of the ads and radio and TV spots are booked. New exterior banners will be made this year.

Staff kept a low profile regarding the Gun Rally, but it all went okay even with all the media attention. Guidebooks are almost gone, with the proof for the next one coming soon. Publication will be delayed slightly so that more space numbers can be identified. Journalist Anna Glavash for the RG is doing some great articles for the new 541 section on local food.

\*\*\*Motion: Approve the Advertising report (Teresa/Rachell) 8-0-0

Treasurer's Report: Tym reported on trends in July. Net income is over budget so the bottom line is strong; expenses are being controlled. July receipts for HM were high so August may not look as favorable as they came in earlier than planned.

\*\*\*Motion: Accept the Treasurer's report. (Ritta/Rachell) 8-0-0

Committee and Task Force Reports: Food Booth Selection Committee: Five semi-finalists were interviewed and tasted three finalists before choosing Irie Jamaican Kitchen. A warm welcome is planned with ribbon-cutting, etc. There will be publicity. The committee thanks the staff for so much support throughout the process.

\*\*\*Motion: Accept the Food Booth Selection Committee report. (Teresa/Rachell) 8-0-0

Holiday Market Committee: Rachell gave the report of the August 14<sup>th</sup> meeting. Staff reported on the Musicians' Collective decision (they will take a table in the previous food space F10) and that a new arrangement will be tried for the tables this year and evaluated before adding more tables. Work Task signups will begin Sept. 7. Members with scented products will receive letters reminding them of the requirements. All members are being asked to check in when they first arrive to set up. The Committee approved the poster. No coloring book will be made but a page will be added to the GB. New signage

will be made for the Elf game and stations are being firmed up. Ornaments are being colored (still plenty to do.) Four winners of \$25 gift certificates will be chosen from those who find 10 elves. Those finding 6 will win an ornament. No gift certificates will be offered on Dec. 23/24, just ornaments MVPs promoting selling on the first weekend would be welcomed. Next meeting Wed. Sept 11<sup>th</sup>.

\*\*\*Motion: Approve the Holiday Market report (Ritta/Tym) 8-0-0

50<sup>th</sup> Anniversary Task Force: Ritta reported on the August 15<sup>th</sup> meeting. MKAC cancelled their presentation at Artists in Action day (Sept 14<sup>th</sup>) but there will be fill-ins. Cameron McCarthy will be there that day from 3-5:00. The OCF booth was a success; the Lucy booth has not happened yet. Eric Gustafson handed in 14 binders of photographs and slides, all catalogued by date and numbered. They will all be digitized by Mary and Lenny. Diane is creating a list of past managers and still filing documents into notebooks and portfolios. The Fairgrounds show was fun but didn't get a lot of attention. The OSLP show took a lot of set-up time but was great. The Cookbook project was dropped. The May 9, 2020 party at the Vet's club got a budget for catering and bids will be gathered for 150 people. Entertainment will be scheduled. Mary is putting together a decorating team with shiny and gold as a theme. If we want durables we have to supply them but the Vet's Club will do cleanup. The plaques on the PB were mentioned and a plan will be made. Next meeting October 10, 3-5.

Standards Committee: Teresa reported on the August 21<sup>st</sup> meeting. Regulations for CBD hemp-only products were discussed. All requirements must be met.

CBD Requirements:

1. Hemp CBD only. No Marijuana/THC CBD.
2. You must provide The Saturday Market with the name and receipts from the licensed manufacturer that you buy your hemp CBD from.
3. Product labeling must contain the name of the licensed CBD manufacturer and country of origin.
4. Products must meet all standards and guidelines required for the product being sold.
5. If your CBD product is an ingestible, (taken orally,) you will be required to provide to The Saturday Market a copy of: a commercial kitchen license in your name; proof of liability insurance; and a food handler's card. All guidelines pertaining to prepackaged foods must be met.
6. Absolutely no medical claims can be made.
7. All CBD products must be screened at a full Standards Committee meeting, not a regular product screening.

\*\*\*Motion: Accept the recommendation of the Standards Committee for CBD requirements (Rachell/Tym) 8-0-0

Prepackaged Foods: Recommend adding to the guidelines: Pre-packaged foods sold in a craft booth are intended to be a single category item, packaged for offsite consumption. Pre-packaged foods are never intended to operate as a food booth. If you are interested in a food booth in our International Food Court, please contact The Saturday Market office.

\*\*\*Motion: Approve the recommendation on the language change for Pre-packaged foods. (Tym/Rachell) 8-0-0

Chains: Recommend changing the language on commercial chains: Chains and cords may not be displayed without the Members artwork attached.

\*\*\*Motion: Follow the Standards Committee recommendation to change the language on chains (Tym/Rachell) 8-0-0

\*\*\*Motion: Accept the Standards Committee report (Rachell/Tym) 8-0-0

Sustainability Committee: Anna gave the report. One food booth uses a large quantity of straws, and needs strong large ones, so that problem needs more research. Enforcement of the single use utensil ordinance does not seem to be in place. People are encouraged to bring their own cups, bowls, plates and napkins, etc. especially now that paper is not accepted in compost. They're doing continuing research to improve our policies and practices. Thanks for reminding people to do better!  
Next meeting September 24, noon.

\*\*\*Motion: Accept the Sustainability report (Teresa/ Ritta) 8-0-0

Old Business: The 400 Booths: (located across 8<sup>th</sup> on the north block sidewalk) There has been pushback on the policy of not giving points until those 8x8s are filled, with members taking 4x4s instead of just taking a point and leaving. There just isn't customer draw to that area though a few booths have done well over there. There was a long discussion about possibly reducing the price (would be next season to be fair) or giving an extra point. The point system is important to maintain as is. Members mostly felt that keeping the spaces was important for consistency and the extra space needed for growth. New initiatives take time to build. Lower prices don't make people sell on Tuesdays; people do it if it works for them. Farmers have reduced rates on Oak Street and it helps them fill them. Some crafts might do well over there, such as showy ones that can be seen and look attractive enough to cross over. More tickets have been given for smoking after the numerous complaints. Maybe smoking will decrease. Info booth staff is an expense. More signage might help to show our management of the area as well as limit smoking. Remain positive about this new opportunity and make it look good. Support it.

Comcast Wifi Sponsorship: Comcast offered \$2500 to bring in a van for the rest of the season. Staff did not recommend it.

\*\*\*Motion: Accept Comcast Wifi sponsorship (Teresa/Rachell) 0-8-0 Motion fails.

New Business: Annual Meeting: The Chamber of Commerce building on Willamette is available on Oct. 9<sup>th</sup> from 3-5, Diane requested a change to 2:30-4:30 to accommodate a previous commitment. Having it at Holiday Market does bring in more people but its a problem for the food booths who have to be doing prep at that time.

\*\*\*Motion: Accept the Annual Meeting date and location (Ritta/Anna) 8-0-0

Closing at 4:00: This question could be investigated for a change next year if the Board directs. There would be revenue changes and cost trimming, which might balance out, but Budget Committee would have to weigh in and it would be a guess. The marketing of 10-5 is really strong. There are always sales reports and some are busy right up to 5:00. There is already a rule that you can close early in November after it gets dark if you need to.

\*\*\*Motion: Table this to the next meeting (Rachell/Tym) 3-5-0 Motion fails.

Meeting Evaluation/Final Round: Wonderful discussions and strength. Watch the side conversations, which are distracting.

Adjourn 7:50 Next meeting October 2, 2019 5:15 pm.