

Attendance: In office: Rachell Coe, Willy Gibboney, Anna Lawrence, Len Gould, Chuck Roehrich, Gary Becker, Teresa Pitzer, Shannon Lee-Hutson (on zoom.) Recorder: Diane McWhorter
Staff: Kirsten Bolton, AJ Jackson, (in office); JJ Hendrix, Vanessa Roy (on zoom)
Other Participants: New Board members Chris Pender, Sarah Bast, Vince LaRoche

Introductions and Announcements:

- Resignation of Kirsten Bolton, General Manager, effective July 28th, 2021
- Resignation of Tym Mazet, Treasurer, effective June 25th, 2021

Pressing Member Concerns: none

Agenda Review: Postpone the Board Educational Minute for an agenda with more time.

***Motion: Approve the agenda as amended (Teresa/Gary) 7-0-0

Minutes Approval: minutes of June 2, 2021

***Motion: Approve the minutes of the last meeting (Len/Willy) 7-0-0

Seat New Board Members:

***Motion: Seat new Board members Sarah Bast, Vince LaRoche, Chris Pender, and Shannon Lee-Hutson (Anna/Willy) 7-0-0

Election of Officers: The Vice-Chair and Secretary will remain in place for the remainder of the year.
Chair: Nominate Anna Lawrence (Diane/Willy) Vote by secret ballot: 8 in favor, one write-in (Daffy Duck)

Treasurer: Nominate Rachell Coe (Chris/Teresa) 9 in favor

Appoint Personnel Committee: Anna will chair, Willy will be vice-chair. Shannon will continue her term. Rachell will be appointed for the optional 6-month extension. Chris will be appointed to join.

***Motion: Rachell will stay on the Personnel Committee for an additional six months, appoint Chris Pender (Teresa/Willy) 8-0-0

Appoint Budget Committee: present members are Shannon, Dru, and Rachell. Try to find two additional members from recruitment in the newsletter and in person.

Administrative Report: Kirsten reported that effective July 3rd we return to our 100% capacity map. Music came back on June 26th, Twilight Market was a success. As of June 30th, 2021, we have 338 members. Census is attached.

HM21: Now that the Governor has eliminated the COVID-19 risk metric and restrictions we must fulfill our contract at the Lane Events Center or lose our contract/dates. HM21 postcards will go out July 9th; deadline for BHOR to declare is August 13th; AJ will start booking August 20th. First payment to LEC is due Friday, August 27; final payment is due October 15th. LEC has improved the HVAC system. Farmers have officially released the Performance Hall. Cost structure attached. If we take the Performance Hall we should give up the Holiday Hall Room #4 – cost savings \$4k. Considerations if we take the Performance Hall:

- New floor plan: Standard floor plans provided for the first year; would reduce taping time to use the straight rows, and the “flyovers” for the electrical cords wouldn’t be needed.

- Prices: could call it the new Holiday Hall and price it similarly to the original Holiday Hall for the first year to get it filled, and to still provide the lower-cost option of HH. Could consider fee changes next year.
- It has a stage and would save us \$2k in stage rental if we move the music. Speakers in the main hall might be possible, or acoustic music in the food court
- The Food Court can't move in there as there are no gas connections
- The Holiday Market and Food Court Committees will consider the questions and make recommendations.

Kirsten is doing everything she can to prepare the staff for Holiday Market: Permits: Mechanical Permit, Fire Permit, Food Court Packet, Bank change order, Fork Washing Contract, HM Handbook, Lane Events Center Packet, Water Bottle Order. Outstanding Items: Security, Staff Schedules. There is a binder and a checklist that can be referred to.

ADMINISTRATION: 20/21 Taxes are done. Due to the PPP being non-taxable we ended the year with a \$26k deficit which will reduce our taxes for the next couple of years and we won't be paying pre-paid taxes this year. The second PPP – she will do her best to get this forgiven before departing.

Need a motion to remove Rachell Coe and Tym Mazet from the US Bank Checking account ending in #8895 effective July 7th, 2021. (Rachell can stay on since she is now Treasurer.)

***Motion: Remove Tym Mazet from the US Bank checking account ending in 8895 effective July 7, 2021. (Teresa/Willy) 8-0-0

Need a motion to remove Kirsten Bolton from US Bank Checking ending in #8895, Washington Federal Bank Account ending in #4326 and PAX World Fund Account ending in #4882, effective July 29th, 2021.

***Motion: Remove Kirsten Bolton from US Bank Checking ending in #8895, Washington Federal Bank Account ending in #4326 and PAX World Fund Account ending in #4882, effective July 29th, 2021. So moved. (Teresa/Willy) 8-0-0

Need a motion to add the new President, Anna Lawrence, new Treasurer Rachell Coe, and Anthony Jackson to the US Bank Checking account ending in #8895, effective July 8th, 2021.

***Motion: Add the new President, Anna Lawrence, new Treasurer Rachell Coe, and Anthony Jackson to the US Bank Checking account ending in #8895, effective July 8th, 2021. (Teresa/Willy) 8-0-0

Add the new GM to the Pax World Fund and Washington Federal as well when they are in place, and leave Kirsten on them until then. She can come back in to sign the documents.

Kirsten recommended turning the following duties over to staff during the transition: Vanessa – Financials/Board support; JJ – Operations, both SM & HM; AJ – All things Membership.

***Motion: Accept the Administrative report (Teresa/Willy) 8-0-0

Advertising Report: Vanessa reported that she launched the new website design over the weekend. Any broken links should be reported. Facebook stats will be reported by “reach” in the future. Music is back, with Weekly calendar listings and Facebook events. The Covid protocols page will be retired unless it is needed. Face masks are now requested instead of required. The Twilight Market was fun

and the next one should be building on that. The collaboration with OCF is exciting and should get lots of notice. Slug Queens, Radar Angels and the marching band will add to the fun.

***Motion: Accept the Advertising report (Gary/Willy) 8-0-0

Treasurer's Report: Kirsten gave the report on trends for May 2021. Expenses are still being kept low so net income is still over budget. A comparison with 2019 is built into the structure of the budget as it was kept the same instead of being adjusted to accommodate the changes of the pandemic period. A little extra spending on entertainment and promotions is now possible.

***Motion: Accept the Treasurer's report (Gary/Willy) 8-0-0

Committee and Task Force Reports: Budget Committee: Kirsten gave the committee report from the June 24th meeting. They considered the May 2021 financials and discussed the Holiday Market fee structure. The 2% increase from 2020 was carried forward and applied to this coming year. They recommended the revised HM21 fee structure.

***Motion: Accept the Budget Committee report (Gary/Willy) 8-0-0

Twilight Market Task Force: Chris reported on the July 1st meeting. Members debriefed the first Twilight Market, which most found fun and satisfactory. They recognized that most members did not want to move, but the 100% capacity makes most members able to stay in their reserved spaces for the whole day and evening. Those who wish to move may do so. Staff will guide members in choosing workable spaces and site staff will be available to help members move. Both blocks had shoppers so members didn't want to concentrate booths on just one block. They considered closing the August market at 8:00 but decided not to make any changes until all three were tried.

Old Business: HM21: The member survey was not sent out since the decision to use the Event center was made by the contract conditions. If there is still interest in changing the hours to close earlier, a survey can be done. Members agreed not to change the hours this year.

***Motion: Do not do the hours change survey (Chris/Vince) 8-0-0

New Business: Food Court Attendance: when the suspension of attendance requirements was done for all members, that included the food booths. Their low attendance is problematic for the health of the Market, but re-instituting the requirements at this time would have to apply to all members. There aren't any easy solutions to restoring the Food Court as it was, or adding Food Trucks in the existing space. Kirsten will contact all of the Food Court members and ask them about their plans to return. They will need to declare their intentions for the Holiday Market by August 13th so that will provide some clarity. Irie may want to sell at Holiday Market if one of the others drops out.

Meeting Evaluation/Final Round: Members used the opportunity of Kirsten's last Board meeting to express their appreciation and high regard for her and her time as our GM. Getting us through the pandemic was significant and everyone is very grateful the Market was in such capable hands. Thank you so much, Kirsten.

***Motion: Adjourn the open meeting (Teresa/Willy) 8-0-0 7:30 pm

