

Attendance: Anna Lawrence, Shannon Lee-Hutson, Teresa Pitzer, Gary Becker (In office), Sarah Bast, Vince LaRochelle, Willy Gibboney, Len Gould, Chris Pender (on zoom)

Staff: JJ Hendrix, Vanessa Roy, AJ Jackson

Recorder: Diane McWhorter

Guests: Colleen Bauman, Mary Newell, Rachell Coe

Introductions and Announcements: Diane announced that Lane County History Museum wants our collection of Covid-related artifacts, and because we had to cancel our 50th Anniversary Celebration, they want our 50th artifacts as well.

Pressing Member Concerns: 1. Letter from Janet Rosenberg and Colleen Bauman, Co-Chairs of the Food Court Committee. Although the Food Court Committee had not met, the Co-Chairs requested a rules change for this year, to encourage food booth members to sell at the Holiday Market. They requested thirteen employee days instead of the previously limited amount, in case the member could not sell due to pandemic safety concerns.

***Motion: Allow up to thirteen employee days by members of the Holiday Market 2021 Food Court and the Food Court only. This is for 2021 only and is not creating a precedent. (Teresa/Gary) 8-0-0

2. Letter from Craig Butler: Craig's interest is in making the Artisan Directory more robust and more useful to customers searching for items. He offered a portion of what he would have paid in fees this season to set up a process for working to engage more members in signing up for the directory. After some discussion, the Board did not accept his offer, and directed staff to send him a letter of thanks for his interest.

3. Letter from Sue Theolass: Sue had concerns about the many changes to Holiday Market this year required to bring in the Performance Hall space. Sue suggested, based on the Performance Hall map first shown, that members be moved farther from the stage. That was done in a subsequent map. Other members shared some of her concerns which were discussed.

4. Vince LaRochelle: concerned that members who don't know their space numbers by the publication date won't be able to list them in the Guidebook. Due to the amount of time it takes to publish the book and the booking process of the spaces, this has always been the case for some. Suggested work-arounds are putting a business card with the Guidebook, marking your space on the map, or writing your space number on your ad in the Guidebook. Staff makes every effort to put in as many space number additions requested as they can before printing.

Agenda Approval: The Board Education Minute was removed from the agenda. JJ was added to the Administrative report.

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

Minutes Approval:

***Motion: Approve the July 7th minutes (Teresa/Shannon) 8-0-0

Administrative Report: Vanessa reported that the July 10th Twilight Market was a success, and suggested that SM make some plans for extra markets during the World Games scheduled for July 15-24, 2022.

JJ reported on the City plans to build a restroom (Portland Loo type) on the street near the southwest corner of the Park Blocks (where their porta-potty is now.) Construction is planned for Aug. 6-Sept 24th and booth holders in the area have been notified and will be accommodated as needed. Some 4x4 spaces will be blocked temporarily.

The City will also begin construction on the 8th St project in late March, 2022. They will close 8th and Oak for approximately 10 days. Bike lanes will be added and parking will be changed. Options include delaying Opening Day and making loading plans around the project. A task force will handle discussing the options. Diane volunteers to head up the Task Force.

***Motion: Have a task force to discuss this project that is coming up next year. (Willy/Vince) 8-0-0

Staff met with EPD to discuss strategies for changing the negative use of a corner of the east block. A change to the contract may allow trespassing rights for SM to remove people causing a disturbance. The cafe seating contracts can serve as a model. A planter will be added in that location.

AJ reported that there are about 415 members and more are signing up to be part of Holiday Market and selling on the Park Blocks, getting us back to similar numbers to normal years. The census shows that there are an average of 150 members selling and people are paying higher percentage fees than in previous years.

Vanessa reported that the HM postcards went out July 9th and the Performance Hall space was added to the contract. The first payment to LEC is due August 27th and the final payment Oct. 15th. Cancellation can be made before the final payment. There is a Home Show Oct 8th which may give us guidance about event possibilities. A group toured the Performance Hall and adjusted the map in accordance. Deadline for BHOR to sign up is August 13th.

***Motion: Due to the uncertain nature of the COVID-19 Pandemic, in the event Holiday Market 2021 is cancelled due to a government mandate, the Lane Events Center will not refund any portion of deposits made by the date of cancellation. In the event of such a cancellation, all monies collected by Saturday Market from its members for Holiday Market 2021 are non-refundable and will be held by the Lane Events Center for the benefit of the member until the next Holiday Market. (Teresa/Willy) 7-0-1(Chris)

***Motion: Due to the changes in the attendance policy for Saturday Market 2020 and 2021, Holiday Market points for 2022 will be below the standard requirement of 31 points to maintain Booth Holder of Record status. Therefore, the Board reduces the minimum required Holiday Market points for 2022 to 24 points to maintain Booth Holder of Record Status. The requirement to sell in the same space four out of six selling blocks in 2021 is still required to maintain Booth Holder of Record status for 2022 and all future Holiday Markets unless changed by the Board of Directors. (Teresa/Shannon) 8-0-0

Chris suggested the motions be printed in the newsletter for transparency.
The office lease is up in April 2023, with negotiations opening in November 2022.

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

Advertising Report: Vanessa reported that social media stats are still going up. Facebook added the metrics back in. The new website is up and the transition went well. If members find any glitches please notify Vanessa. The Holiday Market website is next. Music on the stage is going well and there will be a full five acts this week. The chairs may be removed if conditions worsen due to the pandemic.

HM ads are being placed and there will be a new TV commercial. Twilight Market ads are placed and there will be a new poster. Guidebook ads are coming in slowly. The HM poster and ads will use the same branding that has been developed in the last few years.

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

Treasurer's Report: Trends and financials for June 2021. YTD net income is still higher than budgeted.

***Motion Accept the Treasurer's report (Teresa/Len) 8-0-0

Committee and Task Force Reports: Holiday Market Committee: Vanessa gave the report of the July 14th meeting. She gave the Board report: the hours will remain 10-6 and Renaissance Pizza will take a LOA and Irie has been offered the space. The Board decided to take the Performance Hall in place of Holiday Hall. Committee recommendations: The Elf game will be canceled and decorations will be addressed next month. The printed member directories will not be used this year but the entertainment schedule will be expanded to include more information such as the non-profits scheduled. QR codes will take visitors to the website where the map will be live.

The Performance Hall map was adjusted to fit the electrical boxes and power requirements. Costs for that space will be lowered for this year only. Spaces will be reserved for one year only with Holiday Hall members getting first choice of spaces since they were moved. This will be seen as a transition year to see how things work. There may be a need for another info booth in that room. Meeting room 2 comes with the space and will be used for a staff break room.

Staff recommends moving the main stage entertainment to the PH to save money on renting one.

Discussion resulted in that recommendation. The food court can be safer without as much crowding.

***Motion: Accept the Holiday Market Committee report (Teresa/Willy) 8-0-0

Personnel Committee: The committee met July 19th to review the search process materials and form the Search Committee. A callout was made to other members but there weren't more volunteers.

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

Old Business: none

New Business: none

Meeting Evaluation/Last Round: AJ said that scent-sensitive people were increasing and it is harder to make accommodations for them. Members selling fragrant products will be monitored more closely. Satisfaction and gratitude were high for the management team. Meeting process could be improved.

***Motion: Adjourn to Exec Session (Teresa/Shannon) 8-0-0