

Attendance: Willa Bauman (Chair), Eli Mazet (Vice Chair), Teresa Pitzer, Julia Garretson, Maria Moule, Tym Mazet, Paula Gourley, Ritta Dreier Excused: Deb Schussler

Staff: Kirsten Bolton, Courtney Kauffman, Beth Little

Recorder: Diane McWhorter (Secretary)

Guests: Colleen Bauman, Jaimee Gentile, Zac Gardiepy, Veronica (?) Excused: Melissa Hansen (Treasurer)

Introductions and Announcements: Around the room. Julia will miss the August 2<sup>nd</sup> meeting.

Pressing Member Concerns: The Chair reviewed the document: *Rules for Addressing Member Issues*

Paula Gourley: 1. The pod location on the west block was a problem for loading, parking, and booth locations. 2. She has requested an exception to the vacation month policy to extend to the month of June.

\*\*\*Motion: Accept Paula's request for a third vacation month for June (Eli/Julia) 6-0-1 (Paula)

Discussion: Policy allows one vacation month (she took that in April.) Her request for a second (May) was granted by the GM. The consequence of losing reserve space seems harsh and exceptions have been routinely granted for many members on a case-by-case basis. The possibilities of sabbatical or LOA were examined. Clarifications to the vacation month policy are needed and it will be placed on a future agenda.

\*\*\*Motion: Call the Question (Julia/Eli) 7-0-0 Discussion ended. Vote on the motion 6-0-1.

3. Paula Gourley: Musicians are paid to perform but if a member "performs" and has a zero sales day, they must still pay their fee, which seems unfair. Zero-sales fee relief will be placed on a future agenda.

4. Zac Gardiepy: Zac brought the Torchless Nail which he assembles and fabricates partly with a 3-D printer. Guidelines require Board approval as well as Standards Committee approval for 3-D printed objects. He has gained Standards Committee approval.

\*\*\*Motion: Accept Zac's Torchless Nail (Teresa/Julia) 0-5-2 (Teresa, Julia) Motion failed, item not approved.

Discussion: Zac assembles the electronic components, welds and wires them, and fabricates the battery case and ignition switch on a 3-D printer. The device is strapped to a pipe to use for marijuana products. Another person holds the patent and owns the company, but Zac works independently making the product and is the sole maker of it. He works for an hourly wage. He designs and embellishes the printing on the battery case. Members felt that he did not meet the description of the Maker as he worked for the person who owned the patent and the products. He would be welcome to screen to sell his glass constructions.

Agenda Review and Approval: Move the Search Committee Report to an earlier slot so the presenter can leave for another appointment. Add Sunday Streets to New Business.

\*\*\*Motion: Approve agenda as amended (Julia/Paula) 7-0-0

Minutes Approval:

\*\*\*Motion: Approve the minutes of June 14<sup>th</sup> (Julia/Teresa) 7-0-0

Promotions Manager Search Committee Report: Colleen reported to debrief the process and lessons learned, with additional comments by Paula. 1. The timeline worked as listed, though reference checks are only necessary on the finalist, so that could shorten the timeline. 2. List the wage range from the start, though it led to learning opportunities. 3. Keep job descriptions up to date, at all times. Consider adding review job descriptions to Personnel committee yearly work plan. 4. Only check references for finalist after Board selects, before board makes offer to finalist. Notify applicants that weren't hired after finalist accepts the offer and signs the contract. 5. Remember to list the job opening with Workforce, the state employment division. 6. Being gracious in the interview helped the applicant learn about us, because interviews are always a two way conversation: If possible, silence electronics, have the person that asks the question say thank you after the answer, offer water. Being polite, and using good body language, eye contact etc. helps put the applicant at ease, and makes them feel welcomed and leave feeling good about our organization, even if they didn't get the job. Follow up with a phone call to everyone interviewed as soon as hiring decision is made, and offer accepted by new hire. 7. When setting interview times, the board needs to stay available and reply quickly. "Replying all" can help get windows of availability. Be prepared that times have to change to accommodate the interviewees' schedules. Remember the digital divide. 8. It was suggested to provide printed copy of interview questions to the applicant during the interview. (Kirsten found it helpful to refer to a printed copy.) 9. Consider not listing a deadline to apply, but do a rolling deadline, something like open until position filled. 10. Consider designing up to 10 open ended questions for them to answer in the application as a way of learning more about them before selecting for semi-finalist round. (Open ended questions regarding work style, career goals, challenges, etc.) 11. Consider researching how to do a two way remote interview (Skype or Facetime.)

Discussion: Put it on the Board schedule to review job descriptions regularly and keep them up to date. The contract re-signing could work with that.

Administrative Report: Courtney reported that there was an accident on July 1<sup>st</sup> but the person hit in the crosswalk recovered with only bruises and staff handled all of the details of the incident very well. Beth outlined the incident and response. Courtney has been working with her contacts at the City Cultural Services department about the after-effects of the Friday night activities and with Parking about the location of the pod in the parking space. There were no better options offered for the pod location (the alternative was worse, in the fire lane on Oak.) Concerns were expressed by frustrated members about the pod location and the lack of follow-through on the SM banners that are still not replaced, as well as the cleaning of the Park Blocks after Friday nights. It was suggested that photos on Saturday morning

might help communicate with city staff. Courtney requested support in working with the city on the pod location which will come as the new GM gets up to speed.

Beth reported that she will purchase another license for Quickbooks for the Eugene in Common account to simplify the bookkeeping process. She has investigated some chairs being sold by the city but found that they would not serve our purposes. She set up emails and other details for Kirsten. She suggests reviewing the vacation month policy, particularly as it is heavily used in November. The fence anchors and uprights will be repaired soon, and may be fastened to the new parking meters on Oak. The Info Booth needs a new sign, skin, and an appearance upgrade.

\*\*\*Motion: Approve the stellar Administrative Report (Paula/Maria) 7-0-0

Advertising Update: Kim will no longer be attending meetings. Jake attended on Saturday and shadowed Kim to train in some of her Saturday duties. He was very excited and enthusiastic.

Treasurer's Report: In Misy's absence, Kirsten provided a P&L for the first two weeks of July. It was suggested that using only the total amount of wages would make the statement not confidential, as the individual amounts are confidential. She asked for a resolution to change the check signers on the two bank accounts. It was also suggested that the amounts requiring extra signatures on checks could be adjusted upward to match present expenditure amounts. Presently checks over \$500 require two signatures and over \$2000 require the signature of the Board Chair, Vice Chair, or Treasurer. Raising these amounts would be more practical. This will be placed on a future agenda. Signers should be reviewed more frequently so that no lapse occurs.

\*\*\*Motion: Add Kirsten Bolton, Jacob Strouckel and Melissa Hansen to the signers of the Washington Federal account ending in #4326 and US Bank account ending in #8885. (Teresa/ Julia) 7-0-0 Motion passed.

\*\*\*Motion: Approve the Treasurer's report (Julia/Ritta) 7-0-0

Committee Reports: Personnel Committee: Willa reported on the June 26<sup>th</sup> meeting. They reviewed and made changes to the draft contracts for the two positions in hiring. The GM Search Committee recommended a change to the timeline to accelerate the decision to the last week of June and set new meeting dates. They will set the next meeting after the second week of July, and will discuss transition details.

\*\*\*Motion: Approve the Personnel Committee report (Julia/Ritta) 7-0-0

Holiday Market Committee: Paula reported on the June 14<sup>th</sup> meeting. The committee discussed work tasks reviewed the *Vendor Calendar* and *Rules and Regulations* documents and approved them. Kim will help train Jacob to do the floor taping. Willy and Gary will help with the electrical as usual. There was a request to discuss training our site staff in crisis intervention and security skills. The committee needs more members. Julia volunteered to join the committee. Next meeting will be August 9<sup>th</sup> at 4:00 pm.

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

Standards Committee: Teresa reported that Co-Chair Paulette Richards has stepped down and a new person will be elected at the next meeting. Ink Box Tattoos, and Fun Photo Booth were approved. Torchless Nail was approved pending Board approval for 3-D printed objects. They formulated questions for the hiring process. The Committee needs more members. A request by a member for an exception to meeting attendance will be later on the Board agenda. Scent concerns are still being submitted. The Committee cleared their agenda until guidelines revisions can be made again and staff support is increased.

\*\*\*Motion: Accept the Standards Committee report (Paula/ Julia) 7-0-0

Street Team: No one was available to give the report on the June 9<sup>th</sup> meeting. They discussed supporting the new promotions manager for a smooth transition, distributing the guidebooks, the HM Guidebook timeline, promoting and informing members of that timeline and process, booth numbers for the Park Blocks, Guidebook display racks, and a "Little Baskets" ap (searchable map each day). Next meeting will be July 14<sup>th</sup>, 12-1:30 pm.

\*\*\*Motion: Approve the Street Team report (Ritta/Teresa) 7-0-0

Old Business: Transition Planning: Kim will still do the newsletter for the near future but will no longer attend meetings and her office time will be limited. Kirsten will write a "From Kirsten" column.

Beth is focused on the books. Bank information has not been available until the check signers are changed. An online password is also needed. Managers may want a debit card for online purchasing. Costco cards are also available. Kirsten will take the minutes of this meeting to the banks to change the check signers, and each signer will have to go to the bank to register themselves.

Willa, Misy, and Diane will meet with Kirsten as a support team on Wednesday mornings at 9:00 am for an unspecified period. Beth will hold a Board Orientation on Tuesday July 25<sup>th</sup> at 5:00 pm for new Board members and all those who would like additional training. Those who were recently trained can attend as an option if they prefer. She will train Tym and other interested persons in the Standards Guidelines so that they can serve.

New Business: Standards Committee Exception: For personal reasons, Alex Lanham has requested that he be excused from Standards Committee meetings, although he would like to continue to screen new members and assist with the Orientations. Teresa would keep him up to date on meeting issues.

\*\*\*Motion: Make an exception for Alex Lanham to do screenings but not attend Standards Committee meetings (Julia/Eli) 1(Julia)-5-1(Teresa) Motion failed.

Discussion: Committee members need to be fully informed and committed. The ombudsman role is unclear and such a person should be a full member of the committee. He would be welcome to attend orientations as a member to provide additional perspective. There are only four meetings left in the calendar year. Members are needed for screenings so that two teams of two are possible. It is an essential committee with strict attendance requirements.

\*\*\*Motion: Call the question (Ritta/Eli) 7-0-0 Discussion ended. Vote on the motion was 1-5-1; it failed.

Sunday Streets: This City event will be Sunday July 30<sup>th</sup>. This will be a big event with the intersection closed, the parade, and selling opportunities. Saturday Market should be involved in whatever ways possible. This was suggested in the beginning of their plans but handled somewhat awkwardly, and it seemed that the City staff wanted it to be a different event, though they appreciated our expertise and support. There is online registration to sell and be in the parade and individuals should be enthusiastic about participation. They are also offering prizes and money for volunteer groups and SM could be one. Diane will share links on the Facebook site.

Annual Meeting: Lamb Cottage is booked for Sunday September 10<sup>th</sup> from 11-3.

Board Retreat: A Task Force will meet, including volunteers Willa, Diane, Maria, Paula, and Eli. There have been many different types, but a visioning and planning process and regrounding in values is ideal. Working together was the focus of the last one, held last summer. They will meet after the Board training on the 25<sup>th</sup>. Beth will provide information on the last few.

Heat Policy Task Force: Needs to be re-formed. Willa will contact Sarah Jones to see if she will still head it up. Colleen and Maria were interested.

Kim's Request for Slug Queen Coronation support: Kim has always used SM chairs and sound equipment and paid SM staff to help set up and take down.

\*\*\*Motion: Accept Kim's request (Ritta/ Julia) 7-0-0

\*\*\*Motion: Adjourn (Eli/ Julia) 7-0-0                      7:30 pm