

Attendance: In room: Nome May (Chair), Maia Bowers, Candice Westberg, Gary Spetzler, Bekah Zeimetz On zoom: Heather Robbins-Hinton, Julia Garretson, Sarah Bast Excused: Jennifer Hoberg

Staff: In room: Shannon Lee-Hutson, Renee Thompson, Sonia Ostendorf On zoom: Veronica Gutierrez
Recorder: In room: Diane McWhorter

Other Participants: In room: Dara Robertson, Doug Robertson, Anna Lawrence, Kimberly Gladen
On zoom: Denise Gosar, Jesse Gustafson, Craig Butler, Vince LaRochelle, Richard Harnsongkram, Willy Gibboney

Announcements: There will be an election June 8, 2024. There will be three open positions: Sarah Bast is terming off after completing her second term, and Heather Robbins-Hinton and Maia Bowers are finishing their first terms and can run again.

A Call to Artists has gone out for the designer of the 2024 Holiday Market poster and Guidebook cover. Please fill out the form and see Renee if you need more information.

Pressing Member Concerns: Jesse Gustafson: Jesse had sent a letter, which was read, and read a statement which appealed the decision to assess her a storage fee for her use of space behind her Holiday Market Booth, and objected to the Board making a decision when she was not present. She requested a refund.

***Motion: Refund Jesse's \$60 for storage space (Sarah/Maia) 0-5-2

Brigitte McBride: Brigitte sent a letter which was read in which she expressed her concern that the HM hours might be increased to close at 7:00 pm on the basis of the online customer survey. She felt that a large number of members had expressed a preference for closing at 5:00 pm and were not honored. It was clarified that the hours will not increase but will remain 10-6 for this year. The HM Committee wants more input before making any change.

Kimberly Gladen: Kimberly was dismayed by the condition of the fountain which was clogged with garbage and debris and overflowing one morning. She expressed frustration with the level of maintenance and repairs that the City has done on the Park Blocks recently. Shannon agreed that the amount of garbage left by the campers has been a constant problem and has been working with the city on solutions.

Agenda Review: Candice will be giving the Standards Committee report. Dara will be giving the HM Committee report and has a special presentation. Maia would like to add a thought about the Food Court. Change the item Park Blocks Renovation Task Force to Park Blocks Renovation Work Group. Heather will not be giving a Budget Committee report as it has not met.

***Motion: Approve the amended agenda (Candice/Bekah) 7-0-0

Board Education Moment: How to Make a Motion: Julia: The Board uses motions to make changes after using discussion to find solutions. One motion should be on the table at a time. A quorum is needed to pass a motion. It is better to restate the motion rather than saying "so moved." Motions should be stated in the positive. The Chair may vote to break a tie.

Approval of Minutes: no changes

***Motion: Approve the minutes of April 3rd. (Candice/Heather) 6-0-1 (Candice)

Administrative Report: Shannon reported that there are presently over 450 members. 8th Street striping has not yet been done due to weather. The Fire Marshal, in managing the FSP market, has requested that we assist him by using the sidewalk spaces in our permit for something (flowers, a fire truck, or something new) so it is easier to keep them free of other activity. There could be nonprofits in the spaces and will be at least one for the next two weeks. We identify safety concerns for our members if they began to sell there again and don't want to put ourselves in an adversarial position with the sellers of the FSP market. Nome asked anyone with a creative idea for using the spaces to give it to Shannon. She amended her report to say that the mediation process was moving forward with all parties on board.

The POD on the East Block is now for SM use only to store fences, cones and other equipment. There will be a new billboard in June.

The sustainability program is running and working out the problems.

The season has been wet so far!

***Motion: Accept the amended Administrative report (Maia/Julia) 7-0-0

Advertising Report: Renee reminded about the May celebrations days: Science Fiction Appreciation on May 4th, Mother's Day Giveaway on May 11th, and Founder's Day on May 18th. You can dress up for May 4th and May 18th to help create excitement.

She is focusing on creating and placing ads and increasing social media engagement. There was a good article in the Emerald for Opening Day. June will be Pride Month so she hopes to interview some of our LGBTQ+ members and show how art and Pride are connected.

Members are needed for the Guidebook project, as well as members who can offer help to others to design their ads and promotional materials. Translators are still needed to make forms bilingual.

Treasurer's Report: Heather wanted members to know that she does not prefer to insert late reports into the packet but also has to wait for accurate information. She meets with Shannon on the third Thursday of each month and Shannon keeps income and expenses current. At the end of the month the bank statements are reconciled by the bookkeeper with the data from the office to make sure the two sets of figures are the same. These processes take time to complete.

Membership income has increased 32% over last year, probably due to the "Ready, Willing and Able" option for paying the membership fee.

The March P&L was included in the packet. It does show a negative net income as we do not receive income in March for the previous fiscal year. The SM fiscal year begins April 1st.

***Motion: Accept the Treasurer's report (Candice/Gary) 7-0-0

Old Business: Gift Certificates: This item was tabled pending more information on the actual costs connected to making and using the gift certificates.

Opening in March: Sonia has received 5 or 6 letters on the subject after Maia's article in the newsletter. The Board requested more data about sales in April, and the census information to compare sales over several years, as well as April attendance in poor weather. The budget process and other processes may not be able to be completed in just January and February. Any decision should be made carefully over a long time, so the option was put off for 2026. People could be surveyed in person on the Park Blocks. Committees should all ask their members and examine what changes should be made to their

operations to accommodate an earlier opening, and staff needs to list theirs as well. This year will be a research phase to see if it is a viable idea and what all of the moving parts are.

Equipment Loan Program: Forms were made to sign out equipment and will be revised to separate the durable utensils from other equipment such as extra canopies, weight bags, fire extinguishers and so on. Donations could be accepted for loaner equipment but there is limited storage space.

Sara's Tamales Update: Sara did not attend in April.

Committee Reports: Food Court Committee: There are two sets of minutes to be approved, from February 28th and March 26th. In February they elected co-chairs Richard Harnsongkram and Casey Marks-Fife-Ito. They discussed the return of the Sustainability programs (durables and composting) and began discussion of the Menu Addition Request program to add new menu items. They suggested that some changes could be made so put it on the agenda for the next meeting. They discussed the Attendance Policy. The New Business included figuring out a process for making recommendations to the map changes required by the Fire Marshal for the 2024 season, for which they formed a task force to workshop options.

At the March meeting they reminded members to submit documents to the office and further discussed the MAR, and added it to the next meeting agenda. They had a debriefing discussion of the Holiday Market Food Court and encouraged members to fill out the online survey put out by the HM Committee. They reviewed the changes to the Park Blocks map and the process for complying with the Fire Marshal's requirements.

A report on the April 24th meeting was not ready. Richard gave some feedback on the forms used for the equipment loan program and suggested that if the form to track use of durables is in the form of a signed contract, members should also receive a copy (it is being redesigned.) It would be useful to have copies of any transactions so food booths could also track their use and payments. Also, utensils are not returnable so that was a confusing detail when they were listed together.

***Motion: Approve the Food Court Committee minutes from February 28th and March 26th.
(Julia/Bekah) 7-0-0

Holiday Market Committee: Minutes from the March 29th meeting were available. They discussed a preliminary budget which showed increases for advertising, entertainment, and equipment. New members who want to know if they can sell at HM without selling at the Park Blocks are being advised that they can, but will get a better selection of booths with some PB participation points. They discussed the calendar for both 2024 and 2025 and will consult the Food Court about the option of having a closed day (Monday) in the middle of the last block of 2025; they approved the calendar for 2024. The LEC is asking for an earlier submission of dates for 2025, which will be on the April agenda. A new, to scale and accurate map of the Events Center was distributed to members to work on possible design adjustments to accommodate Fire Marshal requirements.

They discussed results of the online survey, which had 179 members answering and 133 participants in the customer survey.

The idea of shifting the booth fee structure to a square foot price and charging more for corner booths was introduced. A water connection was discovered in Holiday Hall so the prepackaged/ beverage booth locations will be shifted to make use of it.

***Motion: Accept the Holiday Market Committee minutes from March 29th. (Candice/Maia) 7-0-0

Report on the April 26th meeting: Dara reported that the committee was asked by Sonia to take a look at how the HM points are calculated, as the extra points from October and November policy used pre-Covid complicates the booking process. They voted on recommendations for the 2024 and 2025 HM dates. They decided by straw vote to run the Elf Game for the first two weekends in 2024. They also proposed only having acoustic acts on the Evergreen stage.

The Committee felt that determining booth fees by square footage for all booths (including food booths) would help to meet the income goals. A motion to that effect did not pass so they asked the BC and Board to review the income goals for 2024.

A proposal to have an in-person survey at HM done by volunteers was passed by straw poll. They suggested a raffle with door prizes to help get a customer count, or use a drone to count the crowds with photographs. They also thought about better ways to collect food donations that wouldn't result in people removing items from the barrels, perhaps a food pantry instead. Their next meeting is May 31st.

Dara then shared a lengthy and detailed proposal for a redesign of both halls, possibly including the Atrium space if it could be added with the cooperation of the Authors and Artists Fair. This would be for 2025, with no changes in 2024. Her proposal included detailed analysis of the addition and subtraction of different types of booths, customer flow, the addition of memorial benches for customer seating throughout the halls, and much more. This was taken back to the HM Committee for feedback and further workshopping.

A Town Hall might be the best way to introduce the proposed changes when they are further outlined, as well as potential other changes that the membership would need to have information about. It was tentatively scheduled for June. It's important to engender a positive attitude toward change by reassuring members that their individual needs will be met. Many of the changes are driven by the requirements of public safety as outlined by the Fire Marshal and city and county governments.

Standards Committee: Candice reported on the March minutes and April meeting. The Committee recommended that Standards Committee minutes be posted on the website (which had been stopped during the pandemic.) They added ingestibles to their work plan and Digital Art to Old Business. They refined the guidelines entry for Digital/Computer Art and recommended adding it to the handbook. They considered a presence at the Lane County Fair in 2025. Members signed up for screening shifts.

At the April meeting they went over procedures when members are seen selling items not approved (Notice of Concern to staff) and added "Logos and Licensed Images" to their work plan. They updated their concept of probation for new members by recognizing that there are already systems in place. They changed their requirement of a resume for new committee members to a request. Some type of skills inventory could be useful for the committee.

***Motion: Accept the Standards Committee minutes for March (Candice/Gary) 7-0-0

Sustainability Committee: Julia reported on the April 10th meeting. They discussed details of the launching of the durables and sorting/composting programs and worked out plans to solve the glitches. They decided to accept hot drink cups into the compost. They began compiling a list of members who use sustainable practices and planning for the August 3rd event. A big thanks to the committee for getting the durables/composting project back in place!

***Motion: Approve the Sustainability Committee meeting notes (So moved) (Maia/Gary) 7-0-0

Assigning Board Member Liaisons to the Food Committee: Maia and Gary offered to serve on the committee.

New Business: Board Educational Moments: Maia will share ideas on problem solutions and conflict resolution at the June meeting. A longer list can be generated next month.

Park Block Renovation Work Group: The City is asking SM to lead on a project to achieve some of the goals of the redesign process from 2019. It is all fully documented and the group can pick up where the last team left off and select the items to complete, which could include a new stage, bigger food court, and more space. Diane is willing to contribute but Shannon will form the Work Group.

***Motion: Make a Park Blocks Renovation Work Group headed by Shannon with Letters of Interest from members (Bekah/Maia) 7-0-0

Volunteer of the Month: Brigitte McBride was selected by straw vote for May for her great work on the Sustainability Committee and the Board.

Food Court Idea: Maia noted that most of the food booths do really need more space. Perhaps the PBRWG can work on some solutions.

Final Round and Meeting Evaluation: A request was made to remind people to fully pull off the asphalt street when loading and unloading.

***Motion: Adjourn (Candice/Bekah) 7-0-0 7:54 pm

An Executive Session was held to finalize and sign the GM Evaluation. Adjourned at 8:00 pm.