

*Saturday Market*



**Annual Members Meeting**

December 14<sup>th</sup>, 2025



# Saturday Market



## Annual Members Meeting

December 14<sup>th</sup>, 2025

- Introductions
- Board of Directors Report- Doug Robertson, Board Chairperson
- Standards Committee Report- Shellana Robertson, Co-Chair
- Food Court Committee Report- Casey Marks Fife Ito, Co-Chair
- Kareng Fund- Alex Lanham, KF Board Chair
- Personnel Committee Report- Dani Marks Fife Ito, Committee Member
- Budget Committee Report- David Winship, Committee Member
- Sustainability Committee Report- Crystal Rector, Co-Chair
- Holiday Market Committee Report- Dara Robertson, Co-Chair
- Governance Committee Report- Amanda Finegold, Co-Chair
- State of the Market Report- Shannon Lee-Hutson, General Manager
- In Honor and Tribute
- Award Presentation- Shannon Lee-Hutson/ Dani Marks Fife Ito

*Saturday Market*



## **Board of Directors Report**

Presented by Doug Robertson

Chairperson, Saturday Market Board of Directors

## Board of Directors Report 2025 – Doug Robertson, Board Chairperson

First of all, I want to acknowledge what a stressful year this has been for the Eugene Saturday Market. We came into the year with a financial loss from 2024 primarily due to inflation. We were not alone. Locally, The City of Eugene, The University of Oregon, and the Lane Community College all experienced the same thing. We have also had a lot of membership turmoil that, in my opinion, is a microcosm of the problems our greater society is facing. With 650+ members annually we are like a small city of crafts people working collaboratively to make something bigger than ourselves. I want to thank all of our Board and committee members for their commitment to the Market. You, along with all the past volunteers, have shared a desire to help shepherd this 55-year-old organization forward so it can continue to be a vital part of the community.

In 2025 we not only have course corrected our finances to be on track to break even or turn a small profit, but we also did some other significant things as well. Starting the year as the new Board Chair we had a turbulent initial three months. Since then, we accomplished a lot.

- We have a new website! This change will modernize the public facing and member sections of our website. The public now has a searchable website with real time mapping to help them find their favorite artist or desired product. Our membership has easily updatable member profiles that will help interested customers find them. It will save the Market labor by making our office staff more efficient. This will allow them more time to perform other tasks needed. We will continue to improve the website and add more member services over the next year.
- We started a Governance Committee! Thanks to Colleen Baumans's great idea we now have a committee that can work on policy updates.
- We implemented a Saturday Market booth fee increase to help us absorb the greater economies inflation that we have no control over. This is the first Park Blocks booth fee increase since 2019. We also increased our annual membership fee to help enable us to maintain a strong financial projection as we move into 2026.
- We received a grant from the City of Eugene to expand our Food Court durables program that helps to further reduce Market related garbage!
- We expanded our partnership with the Farmers Market to include additional markets beyond just Tuesdays! Interested Saturday Market members can now sell at the Thursday Night Markets, in March before the April Markets begin, and in November between the end of the Park Block markets and the start of the Holiday Market.
- We had two town halls. One in April and one in September. We hope having these two town halls become an annual tradition.

- We remapped the Holiday Market! This was a huge process that took two years of hard work. Because of the remapping we are now in compliance with current Fire Marshal requirements. This map also connects the two halls with the edition of the Atrium. The addition of the Atrium creates a broader sense of equality between the two halls.

I want to say a big thank you to the Market's staff! The membership is in partnership with all of you to make this happen. We couldn't do it without you. Your dedication to the organization does not go unnoticed. Please be kind to our staff. We operate the Saturday Market with a very small staff compared to other similar organizations. Thank them when you get a chance. They aren't doing their jobs for the money. All of them could make more money working somewhere else. They work here because they love the market as much as we do.

I'll end my report by saying that the Saturday Market is a big ship to steer. Things change slowly, which is good and bad. Thank you all for understanding, patience, and kindness as we navigate this complicated process. I am honored to have been entrusted with leading this organization this past year.

Sincerely,

Douglas Robertson Eugene Saturday Market Board Chair

*Saturday Market*



## **Standards Committee Report**

Presented by Shellana Moller  
Co-Chair, Standards Committee

## **Standards Committee Annual Report 2025**

2025 has been a year of changes. I am thankful for those who have joined the committee and those who are willing to share their knowledge and experience.

We have continued the conversation about logo's and have also discussed the use of trademarked and copy written images and will probably continue the conversation for months or years to come. We would like to remind everyone that the guidelines state, "No Logos." Trademark images are acceptable on a case-by-case basis: we want to see artist interpretation, not publicly recognizable replication.

Please see page 5 of Market Standards & Crafts Specific Guidelines for more information. But essentially, we would like membership to self-regulate the use of logo or questionable, trademarked images.

In the coming year we are looking forward to reworking our new member application and screening process and possibly opening our meetings up to Zoom participation. We are also looking into reviewing member Notices of Concern to develop a more efficient process and recordkeeping.

We have recently discovered room for growth and educating ourselves on the sale of farm fresh eggs and the guidelines required by law for them to be sold at our markets.

I would like to encourage anyone who interested in what the Standards Committee does; to meet with us on the third Wednesday every month at the market office from 5:15 pm – 7:15 pm.

Thanks, Shellana Moller

Standards Committee Chair

*Saturday Market*



## **Food Court Committee Report**

Presented by Casey Marks Fife Ito  
Co-Chair, Food Court Committee

## **Food Court Annual Report 2025**

-In 2025 the Food Court Committee saw record high membership and participation from market members who vend in the International Food Court.

This year: Members brought up concerns about operational challenges such as competition with other events, rise in costs, and market specific challenges. Members also shared ideas about how to improve both the food court and the entire market such as with nearby physical advertisement, effective use of our current space, and site specific improvements involving city construction support.

The Food Court Committee worked on creating several options for layout improvements to the food court with a focus on customer flow, congestion solutions, increased visibility, increased compliance with OSHA and Fire Marshal requirements, general safety, and creating more space for customers to queue without blocking other members' booths.

The trial and implementation of potential layout changes to the food court are dependent on the space available to shift seating, walkways, and food booths.

The Food Court Committee collaborated with the Sustainability Committee to discuss needs, logistics, processes, and safety concerns regarding the durables utensils and plates program and other sustainable practices at the Saturday Market and Holiday Market.

The Food Court Committee also received a draft document from the Standards Committee focused on consolidated information for food booths. The Food Court Committee will continue to review and discuss the document draft.

The Food Court Committee worked with market management and site staff to; trial seating layout changes, get support in scheduling our meetings earlier in the month, to support current and potential market members in the food court with a one-year-only food booth process for approved vacancies at Holiday Market 2025.

*Saturday Market*



## **Kareng Fund Report**

Presented by Alex Lanham

KF Board Chair

## **The Kareng Fund Report Annual Meeting December 2025**

The name is pronounced "Caring Fund," named for two generous artisans with the first name Karen, who supported the fund in the early days. The tradition of passing the hat at Saturday Market, which was established in 1970, was always a feature of the community but was formalized in 2004 for the first time. A committed Board of Directors gained independent 501c3 nonprofit status in 2014 with training by David Atkin of Center for Nonprofit Law. The Board consists of nine volunteer Directors with connections to Saturday Market.

Administrative costs are minimal with no paid employees, to direct as much as possible to grants.

The Fund serves artisans in Oregon who are actively handcrafting and members of an arts organization, who are eligible if they are low-income (less than 200% of the Federal Poverty Level) and experiencing a serious crisis. Over 219 grants have been awarded in 21 years, with more than \$135,000 in total given. Through the opportunity to make a donation every week on their fee envelopes when selling, Saturday Market members are primary donors. Every quarter the Market transfers the donations to the Fund account. Fundraising events bring in between \$5000 -7000 annually.

Amounts per recipient varied from \$500 to \$1000 in most years. Amounts change as the fund total changes, reaching a high of \$1500 when donations were generous and need was great, in 2021. During the Covid-19 pandemic, the grant amount was reduced to \$250 per recipient, and 40 grants were given. A few remained at the higher "full grant" amount for more extreme circumstances. Need extended from early 2020 throughout 2021 although little fundraising was possible due to the danger of gathering in person. Saturday Market was closed for the first ten weeks of the 2020 season and operated at 50% of capacity until the 2022 season.

Grants per year generally number about ten, increasing to twenty in 2022 and twenty-four in 2023.

To date, 2025 grants given total \$10,200. A Bereavement Grant of \$500 was added for families experiencing the death of the artisan or significant family member, to assist with end-of-life expenses.

Need in 2025 has increased with government cuts to social programs, but the fundraising has not matched the need for several years and the fund continues to be diminished as new fundraising opportunities and donors are sought. Current efforts include the annual Basket Raffle at Holiday Market December 24, 2025, the Pottery Smash Auction at Holiday Market December 21, 2025, and Art Bingo scheduled for June, 2026.

The Kareng Fund is transitioning to the name The Caring Fund, with a new logo, to increase visibility in the community, thanks to the volunteer efforts of some friends of the fund. Please share our flyers and stickers with your family and associates.

Contributions are fully tax-deductible (Tax ID 46-1198603).  
Diane McWhorter, Secretary, The Kareng Fund

*Saturday Market*



## **Budget Committee Report**

Presented by David Winship

Budget Committee

## Budget/Finances 2025

*Saturday Market*



## **Sustainability Committee Report**

Presented by Crystal Rector  
Co-Chair, Sustainability Committee

## Sustainability Committee Annual Report 2025

Saturday Market received a grant through Waste Management (with help from Donny Addison) to outfit the Food Court with 9" plates, collection tables, tubs and signs. Most of the year was committed to ordering, organizing, storing and marketing reusable plates to the Food Court and the public. Water Stations provided at Park Blocks until the City of Eugene installed permanent multi-use fountains.

**April-** Organized Sustainability Table at Earth Day event, with seed exchange and collage station using recycled magazines. In 2026 we hope to coordinate with the Farmers Market for possible shared activities.

**May-** Conducted a couple surveys regarding plate usage, to help understand how many plates food vendors go through each market and the cost associated with them. Started thinking of additional sustainability vessels the Food Court could use.

**June-** Figuring out a new storage area for plates as well as a new washing location, as the split with Erin's Table happened. We had to search for a bigger space to store and wash our plates. We discovered Food For Lane County.

**July-** Surveyed vendors regarding envelope stickers, was ultimately tabled for a later time to see how the new computer system will work.

**August-** Blue Plates were introduced to Saturday Market!! Update on new fork buckets and price increase. Morris joined us to teach us all about the process of Blue Plate, in regard to storage, transport and delivery.

**September-** New Committee Chairperson nominated.

**October-** Gearing up for Holiday Market, Double checking signage and systems for Event Center. Started a campaign to make "Sustainability Sexy" goals for the next year.

**November-** Decided to move our meeting, starting in Jan. 2026 to Tuesdays. To open up Wednesday's meeting time for other larger committees.

The first meeting of the year will be Tuesday January 13th, at 4pm. Please join us to learn about the small but mighty Sustainability Committee.

*Saturday Market*



## **Holiday Market Committee Report**

Presented by Dara Robertson  
Co-Chair, HM Committee

## HOLIDAY MARKET COMMITTEE ANNUAL REPORT 2025

The current Holiday Market Committee members include Co-Chairs Dara Robertson and Ray Bafaro (on Leave of Absence), Teddi Wheeler, Diane Rivas, Rob Bressi, Sharon Sams, and Suzanne Cherrier, We would also like to acknowledge Katie Swenson, Anna Lawrence, Jenna Vannest, Sarah Breinig, Haven Sunstrom, Joe Blakely, and others, for their input and time visiting the committee, and participating in our discussions. And the Committee would like to acknowledge and thank Vince LaRochelle, who stepped down from the Committee this year, for his time and dedication to the Holiday Market for decades. Our committee had a very productive and busy year, and we appreciate the hours our members have dedicated to help keep our Holiday Market moving forward.

The biggest and most obvious achievement this year was the successful re-map of the entire Holiday Market layout! The first in 25 years! Widening and straightening the aisles and incorporating the Atrium space, allowing the Market to comply with the Fire Marshal and creating a cohesive, singular event that no longer feels disconnected. The entire Market feels like it has taken a deep breath and stretched for the first time in a long while. The Committee held many vibrant discussions, participated in 2 Town Halls, gathering input from our membership and Staff. The Committee also created a new Load-In/Load-Out plan, utilizing color-coded zones within the Market to designate entry and exit points during set-up and take-town. We also implemented our first ever Early Load-In day for our Elders and Alter-Abled Market members. This was a huge success and will become a regular tradition going forward. Between the Early Load-in, and the Color-coding, this year's Load-In was the easiest we have had in years! Thank you to all the Members who helped us create such a mellow process. Your participation was the key to success!

Decorating day was a blast, with so many volunteers showing up to help us wrap the flyovers and make the Lobby and Hallway look fabulous. A big thank you to the HM Committee members. You all showed up and glowed up!

We have added several new benches to the space, creating spots for customers to sit and relax. Lottie's Lounge in Holiday Hall has become an instant favorite for artists and customers alike. A quiet spot to sit and chat, have a coffee, or eat something delicious from the International Food Court. And in our Food Court, we expanded the order line area to a full 10' between the booths and the tables, allowing customers to wait without feeling like they are standing in someone's lunch.

Thank you to the Site Crew for all the decorating assistance. Dave Welch and his merry band of hard-working elves and pirates jumped in and added the finishing touches in every part of the market. You guys are all amazing!

Please take a moment to drop off a comment or idea in our suggestion box located in Member Services. We take your feedback and use it to help formulate solutions and projects for the future. The 2025 Holiday Market Committee was a success!

Thank you all for your participation!

Dara Robertson  
Co-Chair Holiday Market Committee  
2023-2025

# *Saturday Market*



## **Governance Committee Report**

Presented by Amanda Finegold  
Co-Chair, HM Committee

## Governance Committee Report, 2025 Annual Meeting

Saturday Market has a new committee, the Governance Committee. Thank you to Colleen Bauman for proposing it and thank you to Amanda Finegold and Haven Sundstrom for agreeing to be the first co-chairs! We have only had two meetings so far, so I don't have a list of accomplishments to report, like some committees do.

The Governance Committee's mission statement is "To support the board, membership, and staff by reviewing, updating, clarifying and amending our policies, procedures and bylaws to reflect current laws and values, addressing any gaps we identify."

One thing I want to be clear about, and that is that we are not the new sheriff in town! The name Governance Committee sounds like we will be in charge now, but it's a standard name. Lots of organizations have a Governance Committee. The board is still in charge! The board is made up of people who you vote for, and the board will still be making the decisions. The GC will do a lot of research and writing and editing. When we have a proposal, we will present it to the board, and the board will decide where to go from there.

We will probably spend most of our time reviewing the Policies and Procedures. They have been written by many people over many years. Some topics are very clear and detailed, like our election procedure. Some are quite vague, for example what to do when someone violates our Code of Ethics and Conduct. Currently, our documents say **who** should handle a problem, most often the GM, the board chair, or the board. But they don't say **how** it should be handled. So that's one process we will work on developing.

When decisions are made by a constantly changing board of directors, and various general managers over the years, it leads to inconsistency. If we have clear Policies and Procedures that cover more situations, decisions will be easier and more consistent. And it will be less stressful for the people trying to handle whatever comes up. Maybe we won't burn out our volunteers and our staff so quickly!

Maia Bowers

# *Saturday Market*



## **State of the Market Report**

Presented by Shannon Lee-Hutson

General Manager

## State of the Market 2025- Shannon Lee-Hutson

The Mission Statement of the Saturday Market is:

1. To promote the public appreciation and advance the awareness of local art and artisans.
2. To promote and advance the growth and development of new businesses and successful local artisans.
3. To promote and advance the arts and sciences.
4. To promote community education and networking.
5. To promote the social welfare of the community by encouraging the interaction and cross-cultural exposure of diverse components of the community, including their food and customs, and thereby eliminating prejudice and discrimination based on social class, age, race, sexual orientation, disability, and cultural orientation.

It is important to start the State of the Market report with a reminder of the Eugene Saturday Market Mission Statement to remind us of why and how we are all here. It is quite inspiring to understand how unique our Market Community is... We are turning 56 next year and it is important and necessary to navigate the present economy to ensure our future success.

This year started very dark and chaotic. I would say the Market experienced challenges that forced us to examine how we operate and what changes we should make to keep our organization healthy for years to come. This requires a few things.

1. **A hard look at our Bylaws, Policies and Procedures.** As the world changes, we must make certain our Policies follow current legal responsibilities. The Governance Committee was instituted this year to review our Policies and Procedures documents with a fine-toothed comb and make recommendations to the Board of Directors of necessary changes that should be instituted.
2. **A brutal deep dive into our finances and how we will be able to operate successfully in the years to come.** We came out of 2024 not hitting our 2024 budget projections and it felt a bit defeating. Our hard costs (overhead, operating expenses, inflation, etc) increased significantly as we came out of COVID and into this new economic landscape. For 2025, we budgeted very moderately and had to make some serious sacrifices. Even though we will make our budget goals this year, these cuts are not sustainable. Although they were necessary for 2025, we need to make better budget changes to increase our success and longevity. Changes include: appropriate advertising budget, staffing investment for quality and perpetuity, technological advancements, and appropriate analysis of fees. It is important for us to plan into the future, to invest in our future.

Therefore, this year the Board of Directors decided to invest in a technical upgrade. Partnered Solutions (PSIT) was hired to redesign our Eugene Saturday Market website so we can easily upgrade it in the future and give our Members a beautiful, functioning platform in which to increase their contact and sales with their customers. In conjunction with the new website, PSIT is also connecting our website and member database to our current accounting software. This is key to the future of the Organizations future. This investment was crucial for the Organizations long term sustainability. We hope to streamline services and promotion for Members as well as accurately record and report the health of our finances. This Organization should employ Generally Accepted Accounting Principles (GAAP) to ensure consistency, transparency and comparability in our financial statements.

3. **Review and recommitment to the values and traditions that this Organization holds so dear...** We must have a clear vision of who we are, what we want, and how to get there. Since COVID, I have experienced a lot of dichotomies in the ethos of our Community. Members want more services but less staff; upgraded technology but not upgraded fees; increased growth but less competition; feeling stagnant but unwilling to change. Change is inevitable: I always heard that nothing was certain but Death and Taxes, I would add Change as well. We must change/evolve or fade away. Change is scary and sometimes it requires hard decisions, risk and a clear vision that we must journey. This year we started off in a black hole of confusion and fear and had to make some hard decisions to recommit ourselves to the community as manifested in our beliefs and spirit of our culture. It can be challenging, but it is important to sludge through the fear with change and dedication to nourish our ESM family.
4. **Increase our Community partnerships and relationships.** We have promoted more interactions with our city partnerships this year. These include: Street closure to promote Earth Day in partnership with the Lane County Farmer's Market and the Free People's Plaza Market. We were able to provide our Members with increased selling opportunities outside of ESM in collaboration with Farmers Market with early March opportunities, night Markets, as well as two November Saturdays between Saturday Market Park Block season and Holiday Market season. Our work with the City of Eugene's Waste Management in securing an \$8000.00 grant to increase our Sustainability program with the addition of our durable plates this season. Our new evolving partnership with Food for Lane County, who has provided ESM storage space and dish washing services for our expanded Sustainability program. Continued partnership with Eugene Cultural Services to cross promote Downtown Halloween City wide event. We received the 2025 "Community Choice Award" for Eugene Local Events.

The two-year long Holiday Market remap project with the Fire Marshal's office to finally become compliant with current fire safety laws. This project was incredibly tedious and challenging, but with the dedication and insane hours (sometimes crawling along the floor with tape measures) and heroic vision of our Member volunteers, we have successfully expanded and revealed this beautiful Holiday Market design. So many thanks to the Holiday Market Committee, the Board of Directors, the Deputy Chief Fire Marshal, Travis Worthington and his team, and of course to our beautiful Holiday Market Co-Chair, Dara Robertson (and her entire family).

5. **Community Cooperation.** Our Community is unique. It is important that we always remember this and remain open, honest, empathic and protective of each other. The world will change and it can be ugly and brutal at times. We must remain steadfast in our love for one another and this Organization. We may not always agree, but we all need to be in the "Basket" and working toward shared goals and aspirations.

Thank you to all the INCREDIBLE Volunteers, Members, Staff, and Community who make this Organization one I can be proud to be a part of...

Shannon Lee-Hutson

General Manager, 2022-Today

*Saturday Market*



## **Award Ceremony**

Presented by Shannon Lee-Hutson

## Award Ceremony

Hero Award- Morris Shuey

Volunteer of the Month

- April Volunteer of the Month- None
- May Volunteer of the Month- Bekah Zeimetz
- June Volunteer of the Month- None
- July Volunteer of the Month- Dani Marks Fife Ito
- August Volunteer of the Month- Anne Starke
- September Volunteer of the Month- Dara Robertson
- October Volunteer of the Month- Dan Young
- November Volunteer of the Month- Julia Garretson/ Shellana Moller

Volunteer of the Year- Doug Robertson

Employee of the Year- Dave Welch

*Thanks to everyone contributing to the magic and  
community of the Eugene Saturday Market.*

*Saturday Market*



**In Honor and Tribute**

Presented by Shannon Lee-Hutson

General Manager

