

Board of Directors Meeting Minutes Wednesday, January 7th, 2025, 5:15-7:15 pm

Attendance:

Board Members: Doug Robertson, Haven Sundstrom, Catherine Heising, Maia Bowers, Sue Theolass, Ram Shucart, Amanda Finegold, Kyle Reallon, Ben Maude, Tika Thomas

Board Members on Zoom: Dani Marks Fife Ito

Members/ Guests: Allison Guillotis, Shellana Moller, Leah Holiday, Eli Mazet, Dan Young, Richard Harnsongkram, Sarah Marie Jones, and Kimberly Gladen

Zoom: Julia Garretson, Genevieve Mullins, Nome May, Jacob Young, Anna Lawrence, Noelle Dass, Tiana Povenmire-Kirk, Willy Gibboney, Jenna Vannest, and Sarah Smith

Staff: Kassie Ryall, Shannon Lee-Hutson, Silver Lee-Hutson, Sonia-Marie Ostendorf

Introductions and Announcements

Agenda Review/ Amend/ Approve

- Add two open food booth spaces to New Business
- Add time limits during BOD meeting to New Business
- Add Social Media Policy to New Business
- Add LEC non-food booth members automotive policy to New Business

*****Motion to approve the amended agenda (Amanda/Sue 8-0-0)**

Pressing Member Concern- Noelle Dass (BHOR Status)

*****Motion to allow Noelle Dass to keep her Holiday Market Space but requiring attendance of no less than 12 Saturdays in 2026 (Sue/Amanda 8-0-0)**

Pressing Member Concern- Kimberly Gladen (Vehicle safety at HM)

Pressing Member Concern- Allison Guillotis (Articles of Incorporation & filing status)

*****Motion to approve Annual Meeting Report (Maia/Amanda 8-0-0)**

*****Motion to seat three new Board Members (Amanda/Sue 8-0-0)**

Dani Marks Fife Ito and Maia Bowers are no longer members of the Board of Directors.

*****Motion to elect Doug Robertson for BOD Chair (Amanda/Catherine 8-0-0)**

*****Motion to elect Haven Sundstrom for Vice BOD Chair (Amanda/Sue 7-0-1, Haven abstains)**

Secretary and Treasurer positions remain unfilled currently

There are no additions to the Personnel Committee

*****Motion to have Ben Maude become a member of the Budget Committee (Doug/Haven 8-0-0)**

New Governance Committee Application- Marcia Lent

- Ask Marcia to attend the next Governance Committee Meeting before making a final decision

Treasurers report

- No Treasurer's Report at this time
- Kyle Reallon is stepping down from his position(s) as Board Member and Treasurer.

Administrative Report: Shannon Lee-Hutson

- We ended 2025 with 658 members.
- Website Update: Although it has taken longer than first anticipated to update our website and streamline our technology. We have successfully negotiated a \$5000.00 Marketing trade with our community partner, Partnered Solutions, as well as a \$2000.00 credit toward the whole project. They are committed to working with us and around our Budgetary bounds. We look forward to upgrading our financial tracking and accounting procedures. This will positively impact the Market and allow for future growth and management.
- The Accounting migration of the website to QuickBooks will occur in January. We will also be doing a lot of training to be able to operate the new system successfully.
- We are working with US Bank and our Merchant Services Elavon to work with Partnered Solutions on our new website and potentially adding a payment button
- Office Hours: January is closed, but appointments can be booked if time sensitive. The office will reopen Tuesday February 3rd, 2026, from 10am-4pm.
- Holiday Market Debrief: The Holiday Market Debrief is scheduled for Friday February 6th, 2026.
- HM25 Family Picture Day (picture)
- Board of Directors Election Results: The election took place Saturday and Sunday December 13th & 14th, 2025. 48 ballots were counted, 3 were determined invalid. Genevieve Mullins was head teller and Katie Swenson and

Suzanne Cherrier were also tellers. There were three spaces available and three candidates. I did hear from many members that they were uninspired to vote as there were three people and three slots. I believe many members felt that voting was not important. Voting is always important!

- Annual Meeting- Sunday, December 14th at 9:00am in Holiday Hall was well-attended (see attached)
- Kareng Fund Update: Pottery Smash Results- Collected \$5681.00, Raffle- \$1581.00, independent donation \$1000.00. For 2025 the fund collected \$14,808.00 in donations and gave out 10,450.00 in grants.
- Kareng Fund misquote (KLCC Interview)- I apologize for my misquote in the KLCC interview. I believed all these years that the Kareng Fund was responsible for my grants for the 1st year of the Lane CC Small Business Development course that I applied for when first becoming a member. I was incorrect and the Kareng Fund was NOT the organization responsible for my scholarship grant. I have informed the reporter and he is adjusting it.
- General HM 2025 Impressions: I heard so many discussions among customers and members that the typical congestion was lifted with the new map. The sunlight that streamed into the 2 calls from the atrium was inspiring. The HM seemed more like 1 market, rather than 2 halls joined by a service hallway. The fire Marshal was extremely pleased. Lane Events staff commented that the loading and unloading process was the best they have experienced. It seemed less frenzied and angry in the parking lot.
- Selling Opportunities: The Farmer's Market is opening even earlier this year. If members are interested in additional selling opportunities with the Farmer's market, they must attend an orientation and be a current member of Saturday Market.
- Update regarding staffing: Chris Cavalucci and Savannah Reynolds have left our Site Crew team.
- Kassie Ryall was temporarily working full-time hours during HM25 and is now back down to her part-time hours in her part-time office assistant position.
- The Eugene Saturday Market needs to hire a full-time Assistant Manager.
- Saturday Market Postcards: will be sent out on February 5th, 2026.
- Food Court SM26: Food Court members will be requested to early declaration for SM26 by January 16th, 2026, of their intent to sell/ participate with the upcoming season.
- Food For Lane County: Our food drive this year was a bit underwhelming. We did not receive our barrels at the start of the show; however, we did raise 461 lbs. of food which equates to 384 meals for our community. The Community Giving Coordinator, Caitlin Caldwell, would like to pass on their heartfelt thanks to the Eugene Saturday Market.

Action required:

1. Recommend requiring members selling at the Farmer's Market early to be a current member in good standing.
2. Make a solid plan to improve staffing shortage.

*****Motion: Eugene Saturday Market (ESM) Members may sell with the Farmer's Market early if they have completed an Orientation and are a current ESM member in good standing. (Haven/ Sue 8-0-0)**

*****Motion to approve the administrative report. (Amanda/ Catherine 8-0-0)**

Advertising Report: Silver Lee-Hutson

No actions were requested

Old Business

HM 2026 hours- Move to February meeting

New Business

Move New Business to February Meeting- Time Limits + Social Media

Meeting Evaluation

*****Motion to adjourn January 7th, 2026, Board of Directors Meeting, (Amanda/Ben, 8-0-0).**

Executive Session Minutes for 01/07/26

The Board discussed legal and employee issues that are bound by confidentiality.

Motion:

Amanda/2nd-Ben

The Eugene Saturday Market Board of Directors moves that we terminate Allison Guillotis's membership immediately. Allison Guillotis is to have no contact with staff or board members. She is not allowed to attend any of the Market's meetings. Allison Guillotis's membership is terminated for five years. If she chooses to reapply after five years she is on probation for two years.

Vote 8-0-0

Executive Session Minutes for 01/20/26

The Board discussed legal and employee issues that are bound by confidentiality.

Motion:

Doug/2nd-Sue

The Eugene Saturday Market Board of Directors moves that a *Market Member* authors or co-authors an educational fire extinguisher safety and fire extinguisher Market policy article for the April 4th, 2026 newsletter. The article is to be completed by March 1st, 2026. It will also be emailed to the membership prior to the start of the 2026 Park Blocks season as part of the "Market Preparation" emails that are sent to the membership in March.

Vote 8-0-0