

Board of Directors Meeting Minutes
Wednesday, February 4th, 2026, 5:15-7:15 pm

Attendance:

Board Members: Doug Robertson, Haven Sundstrom, Catherine Heising, Ram Shucart, Amanda Finegold, Ben Maude and Tika Thomas

Board Members on Zoom: Sue Theolass

Members/ Guests: Jesse Gustafson, Maia Bowers, Leah Holiday, Eli Mazet, Dan Young, David Winship and Kimberly Gladen

Zoom: Nome May, Lisa Todd, Cortney Fellet, Bekah Zeimetz, Anna Lawrence, Crystal Rector, Willy Gibboney, Jenna Vannest, and Willy Gibboney

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

Introductions and Announcements

Agenda Review/ Amend/ Approve

- Add to New Business: Discussion regarding reduced membership fee for the first 5 years for new members

*****Motion to approve the amended agenda (Haven/Amanda 7-0-0)**

*****Motion to approve minutes from November 5th meeting, January 7th meeting, the executive session minutes on January 7th and January 20th, and the amended minutes (Haven/Ben 7-0-0)**

*****Motion to elect David Winship as Treasurer (Ram/Catherine 6-0-1, Haven abstains)**

*****Motion to elect Marcia Lent as a member of the Governance Committee (Amanda/Tike 7-0-0)**

Secretary position remains unfilled at this time

Budget Committee Report- David Winship

*****Motion to approve the three recommendations made by the Budget Committee from their meeting on January 27th, 2026 (Amanda/Ben 7-0-0)**

Administrative Report: Shannon Lee-Hutson

- Office Hours: The office reopened on February 3rd, 2026, Tuesday-Friday, 10am-4pm.
- Food Court Openings: There are two new Food Court openings to be filled for 2026; 1 one year only space and 1 permanent space. We have started advertising and FC applications are due Monday, February 9th by midnight.
- Website Update: We look forward to streamlining the website, improving our technical operating systems and 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 and February. We will also be doing a lot of training to be able to operate the new system successfully.
- There will be a credit card payment button added to the new website for members to pay online if they choose. (PayPal)
- Holiday Market (HM) debrief: The Holiday Market Debrief is scheduled for Friday, February 6th, from 5pm-7pm at the downtown office.
- 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 in good standing. The first potential early selling opportunity with Farmers will be February 14th, 2026.
- Update regarding staffing: We still need to hire an assistant manager and a few site crew members.
- Saturday Market postcards: will be sent out on February 5th, 2026.
- New Member applications and renewal member applications will be available online (new website) on Tuesday, February 10th, 2026.

Action required:

1. Add Vice Chair, Haven Sundstrom as a signer to US Bank and WaFD
2. Add current Treasurer as signer to US Bank and WaFD
3. Approve Committee Reporting procedure
4. Begin to format the P&P (not edit) for the Governance Committee examination

*****Motion to approve the administrative report and all action items with the exclusion of the action item: Approve Committee Reporting Procedure (Tika/Ram 7-0-0)**

Advertising Report: Silver Lee-Hutson

- Social Media Updates
- Postcards sent out by 2/5/26
- Posters and Rack Cards currently being created

Old Business

- Holiday Market Hours
- BEM
- Goals and Projects for 2026

*****Motion to change Holiday Market hours to 10am-6pm on Saturdays and 10am-5pm on Sundays (Haven/Ben 6-0-1, Catherine abstains)**

- Table discussion on Food Court hours at Holiday Market for after the next Food Court Committee meeting

Goals and Projects for 2026:

- Formatting P&P
- Food Court Book
- Closing Date
- Opening Reception
- Market Trail Map

The Board of Directors has tabled conversations regarding closing the Saturday Market after October until they can receive more thoughts from the general membership. Therefore, our closing date will be November 7th, 2026.

Food Court Committee Report

None

Governance Committee Report

- New Member Marcia Lent
- Code of Ethics Revisions
- P&P revisions and mediation guidelines
- Next meeting is February 19th at 5:15pm-open to all!

Holiday Market Report

No report at this time-Holiday Market Debrief is Friday, February 6th at 5:15pm

Personnel Committee Report

None

Standards Committee Report

None

Sustainability Committee Report- Crystal Rector

Technical difficulties prevented a verbal report

Pressing Member Concerns

None

Table New Business for next meeting on March 4th, 2026.

Meeting Evaluation

*****Motion to adjourn the February 4th, 2026, Board of Directors Meeting, (Amanda/Haven 6-0-0).**