

Board of Directors Meeting Minutes

Wednesday, June 3, 2026- 5:15-7:15

In Attendance:

Doug Robertson, Tika Thomas, Haven Sundstrom, Ben Maude, Amanda Finegold, Ram Schucart, Catherine Heising, Puff and Ray Smith, Kimberly Gladen, Chris White, Eli Mazet, Leah Holliday, Jessie Gustafson, Shellana Moller, Luna Topaz, Jacob Young, Leah Holliday, Shellana Moeller, Cortney Fellet, Lydia Fabian, Diane Rivas, Anne Starke, Bam. (Board members are in bold).

Notetaker: Anna Lawrence

Absent: Sue Theolass

Staff: Shannon Lee-Hutson, Sonia Ostendorf, Silver Lee-Hutson.

Introductions and Announcements:

Joann Siner, maker of buttons and incense, passed away.

Agenda Review/Amend/ Approve:

Ben Maude will be present in July to present, re: 501c3. Cody Chapin was guest speaker from Partnered Solutions was not present.

*****Motion: Approve amended agenda...Amanda/Tika 5-0-0**

Reading and Approval of BOD Minutes- May 6th, 2026:

Shellana Moller asked that her name be corrected to Moller.

*****Motion to Approve Amended Minutes: Tika/Ram, 4-0-2 (Amanda, Catherine).**

Board Education Minute: Doug Robertson

Presented the Market's Meeting Etiquette poster that is on the wall of the office conference room and it reads as follows:

1. Please turn off and silence your electronics.
2. Arrive on time or a few minutes early.
3. Be a good listener and wait your turn.
4. Do not interrupt the speaker
5. Always address your remarks to the chair.
6. Pay attention and refrain from side conversations and cross talk.
7. Listen and try to understand other perspectives.
8. Respect others and their views.
9. Refrain from snickering, muttering, or other disrespectful ways of communicating.
10. Separate issues from people and focus on issues.
11. Please speak for yourself.
12. Take a moment if needed.

Have a great meeting and thank you for your service!

Appoint Secretary: Logan Flores has voiced an interest in the position. He is a school teacher and sword maker at SM. He will submit a letter of consideration.

Appoint Treasurer: No names at this time.

Staff Reports:

Administrative Report: Shannon Lee-Hutson

At present 491 members, including 8 new members today. There are posters available in the office to put out in towns across Lane County.

There has been some Park Block maintenance with shrubs being removed to curb the drug paraphenalia being left there.

If you see a hazard on the PB, please let the staff know. Tripping hazards have been addressed and are being resolved by the City of Eugene.

The Saturday Market banner is going up Friday across Oak St through the 22nd of June.

Three candidates are running for the June 13th election for 3 Board positions, Chris White, Luna Topaz and Ram Schucart. A fourth is a write-in candidate Eli Mazet. There are 2 maturing CD's at WaFd June 6th and the 15th, GM would like to roll them over. The BOD needs to authorize the GM to decide which is the best interest rate to invest in.

The Food Court: Has two new booths and those owners are excited to be part of the Food Court. Trying to get buy-in by booth holders for the Buzzers to be used by the vendors ...as it would eliminate congestion while customers wait on their orders. The Blazing Chef uses the buzzers because their wait for their orders is long. Customers and members can return to shopping or their booth. The new plastic bowls are being mainly used by The Blazing Chef.

Street Closures: there is one ADA parking spot per Park Block. On Earth Day more spaces were added.

Thursday night market is hosted by the Whiteaker Market at the LCFM pavilion. Spaces are both inside and outside. There is a flat fee to participate of \$45.00. Currently there is room for about 10 SM members to join.

Holiday Market member postcards are in the office. They will be sent out on June 12.

The Call to Artists was due May 29th and there were 4 submissions. Staffing: An

Office Assistant was hired. SM received 43 resumes for The Assistant General Manager position. The GM and Board Chair have begun to schedule appointments for those strong candidates.

There are interviews June 4 and 5 and more the following week. Hoping to hire someone by the end of June.

Site Crew: We gain some and then we lose some.

Father's Day is June 20. Thinking of ways to honor Fathers...gift giveaway? There are 3 chess board tables on the grassy area on the West Block.

Action: Rollover 2 CDs at the best percentage point at WaFd to be determined by GM.

*****Motion to approve Admin Report: Amanda/Catherine 6-0-0**

Staff Reports, con't:

Website Update: Sonia Ostendorf-

Things are moving slowly but they are moving forward. The new website is almost done with the check-in process. The next item being worked on are the points.

Advertising report:

Silver Lee-Hutson- Taken ill, no report.

Old Business

● Holiday Market work task fee increase:

The fee for HM tasks has been \$40 for many years. The idea of increasing the fee is to garner buy-in by the members to complete the tasks that need doing for the LEC during and after closing the market every day. The HM Committee thought raising the fee to n\$100.00 would inspire members to do the tasks.

Ideas: Should the fee be \$60? \$65 or \$70?

Can the work tasks be a requirement and not a fee? Doing your task is part of the process. There are a lot of fees being raised presently.

The Board discussed whether members could earn points instead of paying a fee for Holiday Market tasks, noting that Portland Saturday Market uses a point system for tasks. The topic needs further consideration. Members need incentives to be more team-oriented in completing Holiday Market tasks, and the

Board should develop ideas for encouraging participation. Sonia noted that adding points could overwhelm the system. The Board also discussed whether task sign-ups could be moved online and asked what it would cost for staff to manage task sign-ups compared with hiring someone to oversee them. The topic will be moved to the July Board meeting.

- Food Court Absentee Fee- More information about the existing rule is needed. There are 6 absences allowed per season: first 2 are free, then there is a \$25 fee per week for the next 4 absences. FC committee has not come up with an increased fee. Budget Committee thinks a \$100. fee might be beneficial to keep vendors at FC at the end of the season. Budget and Food Court meetings are continuing the discussion regarding any changes.

Board Education Minute:

July: Haven Sundstrom- site crew and what they do.

August: TBA

September: TBA

Vehicles on the Park Blocks:

SM: Suggestions were made that on busy days the Park Blocks are still occupied by members as late as 5:30pm, and sometimes as late as 6:00 pm. Maybe after 6:00 on busy weekends is a safe time to drive onto the PB. However, there is no staff or security by 6:00 on the PB.

HM: At this time the only members allowed to drive inside the Lane Events Center (LEC) are the Food Court vendors with scheduled times to load out.

Suggestions were made about Craft members driving into the LEC should have a spotter, a friend of the member and not a task for members, to guide the car into Evergreen Hall. Especially on the last day of moving out, ~Dec 27th.

Maybe fencing, or a designated staging area, inside the LEC would be beneficial to keep vehicles in certain areas. This "permission" would be available during the last half hour to an hour on the final day of move out. Do members need to have permission to drive into LEC (injured, an elder, recovering from an illness)?

What are the consequences of not following the rules?

What is the current policy?

GM replied that there are to be no cars on the Park Blocks after a certain hour.

It was noted to write up a draft policy on parking regulations, with amending the policy at the July BOD meeting.

Committee Reports:

Budget: There were no meetings in May.

Food Court: Haven Sundstrom

Two new co-chairs were elected: Ben Maude and Haven Sundstrom (8-0-1).

- HM- There was discussion about the last hour of HM.
Developing a pre-order To-Go meal that members could order ahead of time to take home with them after closing.
- The Food Court Handbook is in process.
- There was discussion about adding more FC vendors to be on the selection committee. How about more food booth members on committee?
- There is a need for more central bus stations for
baskets, forks, etc. Need more clarity as to where those stations are for the customers.

- Meal Addition Request -MAR: complaints that there is too much duplication of menus. If someone doesn't like a decision of an MAR made by Food Booth Selection Committee, they can make an appeal to the BOD.

Governance Committee: Amanda Finegold

April 29 meeting report: committee took all the current uses of the CCRP - Code of Conduct Resolution Process, into discussion using information from other non-profit organizations and drafts of ideas from committee members. The committee is working on a draft to present to the BOD instead of small pieces of information.

Questions for the co-chair: A request was made for members names on committee: Nome May, Amanda Finegold, Maia Bowers, Sarah Smith, Marsha Lent, Genevieve Mullins and Anna Lawrence.

(I COULD NOT UNDERSTAND ANYTHING THAT JESSIE ASKED OF AMANDA...)

Holiday Market Committee: No Report

Personnel Committee: No Meetings

Standards Committee: Tika Thomas

New committee members join the committee each month so there are more people attending. The committee is still working on the Scent sensitivity and a couple of letters from several members that couldn't attend and a Sustainability committee member.

Two reports were given about the health impact of certain ingredients that are used in the creation of synthetic scents. Discussed how scents can have adverse health effects whether scents are natural or synthetic. People have adverse reactions to both synthetic and natural scents. Candle makers spoke up as to how not all synthetic scents are the same. Storage and wrapping of scented soaps were also discussed. A detailed list of ingredients and only one sample available unwrapped out on display was also discussed. Packaging besides plastic is available.

This topic has been discussed for over a decade, and it will take some time to come up with the right wording for an updated guideline. Nothing conclusive has been decided but discussion will continue at the next meeting.

Sustainability Committee: No report.

Pressing Member Concerns:

A letter was read about the points of criticism in the resignation letter from David Winship from the Budget Committee and as Treasurer. This letter was presented by a Budget Committee member about David's points of criticism. David says the accounting is not being done by the manager, when in fact the manager does the daily managing of accounts, and creates the reports. SM has a bookkeeper who does the reconciliation and double checks all accounting. SM also has a certified CPA that does our taxes. GM created the budget for the 2026 year, and all agreed that it was very effectively done; some adjustments and tweaking were done by the committee., but David did not do any of the creating of that budget. He did not participate in any of the financial accounting practices that were done. GM, over last 3.5 years, effectively manages our budget and does cost saving analysis, staffing and reducing costs and negotiating contracts.

Cost of living and rents still hold this market extremely affordable. Rising costs and inflation are out of our control. Lean staffing is causing burn out and is not a sustainable staffing policy right now.

A question about fees going up for members but no cuts to the budget seem to be apparent. Response was that \$50,000 was cut from budget last year as our Asst. Manager and Marketing person were both cut from the budget and not replaced. Will there be any budget cuts or will member fees continue to rise?

David goes on to say that nepotism is illegal. It is not illegal in private organizations, only in the government.

A small fact that isn't mentioned is that Silver was hired by the BOD before Shannon was hired as GM. Shannon did not hire Silver. Shannon did not plan to take the position as GM. She agreed to take the position through HM22 of that year only. Then her position became permanent and there was a special meeting where she signed a no conflict clause, setting parameters around working conditions. Silver should be working under the Asst. Manager or under the Marketing Manager as her supervisor. That meant there would be no conflict between the GM and Silver. To date there is no Asst. Manager or Marketing Manager and basically it is just the GM and Membership Services Manager therefore the parameters have changed. Nepotism has been a tradition at SM and truth be known, Shannon shouldn't have been hired since Silver was already an employee.

Shannon shared some information about her role with the Budget Committee. She does negotiate contracts. She determines cost effectiveness. COLA - Cost-of-Living Adjustments- We are affordable. There has been a huge increase in costs and an increase in inflation . There are many overhead costs and staff problems. There are increases in costs at HM, however advertising costs had been cut.

Volunteer of the Month:

Mikai Lemke was nominated for his exemplary behavior towards a man whose truck had broken down.