

Board of Directors Meeting Minutes

Wednesday, July 2, 2026- 5:15-7:15

In Attendance:

Doug Robertson, Tika Thomas, Haven Sundstrom, Amanda Finegold, Catherine Heising, Sue Theolass, Ram Shucart, Luna Topaz, Chris White, Eli Mazet, Logan Flores, Julia Garretson, Shellana Moller, Jacob Young, Kimberly Gladen, Crystal Rector. (Board members are in bold).

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

Absent: Ben Maude Notetaker:

Anna Lawrence

Introductions and Announcements:

- SM has a new Assistant Manager: Matthew Boudreau
- SM has a new Office Assistant: Anne Starke

Agenda Review/Amend/Approve:

Amend: There are no Sustainability, Food Court or Personnel Committee Reports as there were no meetings.

***** Motion: Approve the amended BOD agenda. Haven/Catherine (6-0-0)**

Approve the Board of Directors Minutes- June 3, 2026: Amend:

Change Bam to Ban Esse as a name correction.

***** Motion: Approve amended BOD minutes from June 3rd, 2026. Haven, Tika (5-0-1) Sue Theolass**

***** Motion: Approve the Executive Session Meeting minutes from June 3, 2026. Tika/ Haven (5-0-1) Sue Theolass**

A thank you to Sue Theolass for her contributions from her experience while on the BOD.

Seat New Board Members:

*****Motion: Approve to seat Chris White. Haven/Catherine (5-0-0)**

*****Motion: Approve to reseat Ram Shucart. Haven/Tika (6-0-0)**

*****Motion: Approve to seat Luna Topaz. Haven/Catherine (7-0-0)**

Board Education Minute: Haven Sundstrom- Site Crew Duties

Haven arrives at SM before 6:00am and sees all the work the site crew does before 10:00. First arrival is Kavika who arrives around 4:00-4:30 and opens the Bat Cave so equipment is accessible to start moving over to the Park Blocks (PB). Dave arrives by 5:00 and he is the supervisor of the Site Crew. The first duty of the site crew is to clean the PB of garbage, waste, paraphernalia and other litter. Sometimes the site crew helps the craft vendors unload their booths.

Dave oversees the set-up and take down of all tents, stage, garbage collection receptacles, fencing and water stations. He is also in charge of training new site crew hires, performance evaluations, keeping track of equipment wear and tear, staying in touch with the GM, safety and cleanliness of the PB. Dave is also a fabricator and builds things for market when needed. HE is the point person who is responsible for the safety and cleanliness of the PB.

He supervises 9-10 site crew employees.

There are 2 people on the setup and take down of all the tents, stage, info booth and FC accessories. They move all this equipment from the Bat Cave to the PB and then back to the Bat Cave at the end of the day. They have a good attitude and are happy to help.

There are 2 site crew members, Larry and Sierra, that are assigned to the Food Court (FC) and their responsibilities are keeping the tables clean, keeping the garbage in its receptacles or bins emptied, clean up spills and

patrol the market for similar issues. They split the responsibilities into half days. They help with cleanliness in the restrooms as well.

The Recycler is Morris. He oversees the durable: plates, forks and the plastic baskets. He also oversees the garbage and the compost that he personally takes to Rexius. His 2 assistants are Max and V and they oversee garbage, recycling and composting. After SM closes all the durables are taken to Food for Lane County where they are thoroughly cleaned. The durables need to be sanitary for use next week.

The Risk Assessment code for Liability Insurance to cover the site crew is the same as a Rodeo Clown!!

Available for preventative care are puncture proof gloves and support belts for the site crew.

One lead, site crew member is needed to fill the position of the liaison to the community- the members, customers, site crew, staff, security, Food Court vendors and city officials.

Appoint a Secretary:

Logan Flores has stepped forward with an interest in being SM Secretary. He is from NW Indiana where there wasn't much culture or arts available. He has been in Eugene for 10 years. He has the Battlelands booth at SM, selling foam swords and 3-D printed items of his original designs for the past 4 years. He has been a teacher at the Village School; he is a childcare provider and is presently studying Forestry. He admitted to having good typing skills and he likes volunteering. He loves everything Eugene.

*****Motion: To appoint Logan Flores as SM Board Secretary.**

Catherine/Chris (7-0-0)

Appoint a Treasurer:

We are still in need of a Treasurer.

There is also a need for more volunteers to join the Budget Comm. There is a temporary, interim chair- Julia Garretson. If someone is interested in being on the Budget Committee they need to submit a letter of interest to the GM and

BOD. The positions are by appointment and need to be approved by the BOD.

Staff Reports:

Administrative Report: Shannon Lee-Hutson

- There were 43 applicants for the Assistant Manager position, with 2 rounds of interviews, and one new Assistant Manager, Matthew Bourdeau.
- The new Office Assistant is Anne Starke.
- There is a new site crew member - Travis. There is still one more position available for site crew.
- There are 514 members to date.
- Volunteers are still needed to distribute posters.
- The Certificates of Deposit were rolled over at WaFd. Two matured in June and rolled over to 3.778%. One is a 7month and the other is a 11-month term.
- Park Blocks: There is new electrical service in place.
- If you see something like a safety hazard, say something about it to the Info Booth. There was a tripping hazard around a tree on Oak Street around a tree. There was a delay in it being reported which has turned into a lawsuit.
- Elections were held on June 13th. The typo was corrected: the error was 6 votes instead of 3. It was changed immediately and new ballots were reprinted. There was a false rumor that the info booth had run out of ballots. A member had taken the stack of ballots and started to personally hand them out.
- The Election Procedure printout is available in the Policies and Procedures handbook. The election tally sheet was also available for member viewing. 163 ballots were filled out, 9 invalid: 2 invalid due to voting for too many people and 17 had no names. The signature of voter can now be on the envelope and the ballot.
- Plastic baskets are now being used in the Food Court...

- Street Closures are still being discussed. There are many opinions and ideas, but there have been no decisions made.
- Selling Opportunities: There is the LCFM TuesdayMarket and the Thursday night market hosted by the Whitaker Market. Contact Sonia if you are interested in partaking.
- The HM 2026 load-in and load-out schedule is available at the Info Booth.
- The HM 2026 poster has been selected by the HM committee.. Luna Sansone is the winner.
- The Park Blocks electrical repairs have begun and continue to be in process. A bid for a more permanent repair has been initiated for the eastern side of the Food Court.

*****Action: Logan Flores and Matthew Boudreau both need bank signatures at US Bank and WaFd.**

*****Motion: To approve the Administrative Report with the approval of Logan Flores and Matthew Boudreau's appointments for bank signatures. Tika/Haven (7-0-0)**

Advertising Report: Silver Lee-Hutson

The new Asst. Manager has a background in online marketing. You can reach Matthew by email at am@eugen Saturdaymarket.org. Otherwise, there is no report.

Old Business:

HM task fee increase: Many ideas/suggestions were made:

- Incentivize members to do the tasks as Market needs these tasks to be completed.
- Don't raise the task fee rather incentivize by offering a dinner during the winter break for those that do their tasks.

- Raise the fee to \$60. As the tasks that are done at the end of HM are usually less than 2 hours.
- With so many fee increases already this year an incentive is a better choice...give a point for doing a task.
- Make a social contract: Have mandatory participation for doing the tasks, get to know your fellow members.
- No Exemptions. Every member must do a task...

*****Motion: Increase HM work task fee to \$60.00. Haven/Tika (5-1-1) (Luna)**

Vehicle Policy on Park Blocks and HM:

Doug's Draft Summary: Non food court members are allowed to drive inside the Lane Events Center the last hour of the official final load out day, *which is traditionally December 27th. The member must have their booth completely disassembled BEFORE bringing their car into the LEC.* The member must notify staff before entering the building, and provide a spotter to assist them as they maneuver around obstacles inside the building. Obstacle examples include other members booths and electrical infrastructure. A one way driving path will be established by staff ahead of time to alleviate potential congestion. Special accommodation can be arranged with staff for ADA access or other extenuating circumstances. Food Court members have designated load in and load out times that are outside of this policy. A Park Blocks vehicle policy is impossible to enforce because the Market's jurisdiction over the Park Blocks ends at 5 PM.

(Italicized words are the amendments made to Doug's draft...)

Shannon added cautionary information: During the HM load out, the big SM truck is in and out all day. Parties To Go, who rents us the pipe and drapes, is the 2nd big truck to enter the LEC and is in and out all day.

*****Motion: To approve the amended draft for the HM indoor vehicle policy. Chris/Haven (7-0-0)**

Subsidiary 501c3- Ben Maude: Moved to August BOD meeting.

Committee Reports:

Budget Committee: Julia Garretson

There are no minutes as there was no meeting. The numbers will be available before the August BOD meeting. New members are needed - please recruit experienced numbers people.

The FC Absentee Fee change: Needs to be sent to the FC. Increase the absence fee to \$75, after 3 free absences, which is a change from 2 free absences.

Governance Committee: Amanda Finegold

There is no report. The committee met twice in June. The CCRP is being fine tuned in preparation for the August BOD meeting.

Holiday Market Committee: Luna Topaz

The committee reviewed the tasks and projects for the 2026 market. There was a vote for the HM poster. Inventory of supplies and decoration needs to be done. More discussion about the Elf Game. And the HM banners need to be changed because of the new time change for Sundays.

Standards Committee: Tika Thomas

There was a Fan Art presentation.

There will be a new guideline for Scent soon.

*****Action: Regarding giveaways with no pre-sale. Giveaways need to be after a purchase only.**

- * How do giveaways affect sustainability?
- * Does Halloween or Christmas candy become part of the problem as well.

Pressing Member Concerns:

Eli Mazet talked about his participation at the Eugene City Council meeting regarding the Sound and Amplification Ordinance.

New Business:

- The November end date for SM has been moved to the August BOD meeting.
- Schedule a BOD orientation for Luna Flores and Chris White after Oregon Country Fair.

Volunteer of the Month:

Nominate Eli Mazet for his work with the Eugene City Council regarding the Sound and Amplification Ordinance.

*****Motion: to nominate Eli Mazet as Volunteer of the Month. Ram/Tika (7-0-0)**

The next BOD meeting is August 5th at 5:15-7:15 at the SM office.

*****Motion: Adjourn the meeting. Haven/Catherine (7-0-0)**