



# *Saturday Market*

**Annual Members Meeting**  
September 10, 2017



# *Saturday Market*

## **Annual Meeting**

September 10, 2017 -- 11am - 3pm

- **Introductions**
- **Board of Directors Report**
  - *Eli Mazet - Vice Chair*
- **Budget Committee Report**
  - *Lynn Brown*
- **Standards Committee Report**
  - *Teresa Pitzer*
- **Holiday Market Report**
  - *Paula Marie Gourley*
- **Food Court Report**
  - *Colleen Bauman*
- **Personnel Report**
  - *Diane McWhorter*
- **Sustainability Report**
  - *Teresa Pitzer*
- **Policy Task Force**
  - *Colleen Bauman*
- **Street Team Task Force**
  - *Heather Robbins Hinton*
- **Downtown Development Task Force**
  - *Diane McWhorter*
- **Kareng Fund**
  - *Diane McWhorter*
- **State of The Market Report**
  - *Kirsten Bolton - General Manager*





# *Saturday Market*

## **Board of Directors Report**

*Presented by Eli Mazet*

*Vice Chair*

***Saturday Market Board of Directors***



The background of the slide is a close-up photograph of a traditional Mexican leather mask. The mask is highly detailed with colorful embroidery in shades of red, green, yellow, and blue. It features a large, dark, circular eye opening and a wide, open mouth. The leather is dark and worn, with visible stitching and texture. The overall style is folkloric and artistic.

# *Saturday Market*

## **Budget Committee Report**

*Presented by Lynn Brown*



# *Saturday Market*

## **Budget Committee Report**

Presented by Lynn Brown

Market finances are sound.

Each year in March your Budget Committee, in conjunction with the General Manager, creates an annual budget for the coming fiscal year, April 1 to April 1. That budget is a combination of then known expenses and a “best guess” at the unknown expenses and the income from both Saturday Market and Holiday Market. It is from this document that income and expenses are evaluated.

The transitions in Market management proved not to be a budget buster. While there were unexpected costs, savings elsewhere in salary and benefits balanced them out.

Both Saturday Market and Holiday Market incomes (tracked separately) are ahead of projection by modest amounts, thus it appears that our members are generally having a good Market season and Holiday Market registration is on track.

Saturday Market operating expense is over projected budget by a very modest 34 hundredths of 1%. The overage in projected income is considerably greater, thus no current cause of concern. Actions have been taken to reduce these expenses by our new General Manager so we may see even this minor overage reduced or eliminated. Careful management of Market funds is required as the

budget committee generally gives the General manager about a 1% bottom line on a roughly half million dollar annual budget. As mentioned above, income is running ahead of projection thus the percent overage in expense is even less than the 1/3 of a percent of the bottom line. The Budget Committee, as Market members, understands how hard it is to earn the fees that we all pay to operate the Market and budget Markets operation with that clearly in mind.

I feel very confident that our new General Manager has both the skills and desire to manage our Markets in a very sound and frugal manner.

Market is in search of a new Treasurer. Sadly, our very capable treasurer has chosen to resign, as of this past Wednesday, for personal reasons. If you know someone, they need not be a Market member, who has general accounting and tax knowledge as well as basic computer skills, and you think they would be willing to volunteer their time and knowledge to Market, ask them to contact either our General Manager or any Board member. The position is filled by appointment by the Board of Directors. The position will likely be filled at the next Board meeting, the first Wednesday of October.

Thank you.





# *Saturday Market*

## **Standards Committee Report**

*Presented by Teresa Pitzer*  
**Chair, Saturday Market Standards Committee**



# Saturday Market

## Standards Committee Report

Presented by Teresa Pitzer

The Standards Committee is valuable and vital to the Market because it keeps the market what it was and is intended to be – a source of art and craft made by and rules. the persons making, selling, and promoting them. and the Standards Committee has worked to tighten and clarify our guide lines

### **The Standards Committee does this:**

The Standards Committee interviews all new market members to make sure they follow the Mantra of the Saturday Market which is “The Maker is the Seller”. The Vendor/artisan/creator/member presenting the item for sale at the Saturday Market IS the maker of the item. They brought the item forth from basic materials using only minimal commercial components. In the past year we have been seeing more and more items that use computer controlled milling and/or printing to produce three dimensional objects. Is the member actually making something or just reproducing an item from another source ? We have carefully weighed the amount of work and skill provided by the member to the computer sourced contribution.

### **The Standards Committee does it this way:**

We talk with new members and ask them about their process. We determine that they know their craft and know how to make what they are proposing to sell. We ask the questions required to be sure this is the case. When our screening team is not certain, the item is brought before the full standards committee where the vendor explains their process and the committee has the chance to ask questions. The committee then discusses and researches the item and makes a decision to allow or not. The member turned down by this process does have the option of taking their case to the board of directors. One continuous ongoing issue and theme for the Standards Committee is the effort to define “handmade” . The definition continually changes with social trends, technology, and many other factors. The Standards Committee continually discusses this and researches this. The Committee continually ask for input from all market members and others to keep current on what exactly is handmade, what is art, and what is craft.

The Standards Committee interviews, researches, reviews, and discusses the basic, core principles of our Market and makes recommendations to the Market Board of Directors.

### **The Standards Committee deals with these issues:**

In the past year, one of the major issues to come to the standards committee has been the odor of soaps, creams, candles, and various other items that in some cases have vapors that irritate some people. This is an ongoing concern I am honored to be a co-chair of the Standards Committee and look with awe and humbleness on the folks who have held this position and who hold it now.

Alan Pointer

Co-Chair with Teresa Pitzer of the Saturday Market Standards Committee





# *Saturday Market*

## **Holiday Market Report**

*Presented by Paula Marie Gourley*  
**Co-Chair, Holiday Market Committee**



# *Saturday Market*

## **Holiday Market Report**

Presented by Paula Marie Gourley

The Committee has convened regularly on a monthly schedule. Alan Pointer and Paula Marie Gourley served as Co-Chairs, with Deb Schussler elected as Co-Chair for the new term. Continuing members and several new volunteers have joined our committee, swelling our ranks to nine people. They are Leslie Newcomer, Dru Marchbanks, Colleen Bauman, Jamie Gentile, Alan Pointer and Julia Garretson.

We are continuing the successful Elf theme for this year, as it has been very popular, and stimulates increased attendance at the Holiday Market during opening weekend. The search game and handcrafted elves to discover will be supplemented with an opening day parade this time around. Commemorative elf ornaments are available for participants, and the Elven photo booth will be located in the Holiday Hall.

All aspects of the Holiday Market operations, promotions, needs, underpinnings and evaluation have been addressed. Our new Managers have been included in every aspect. The Street Team is spearheading another guidebook for the event, and it looks to be another great Holiday Market season. We'll see you there!





# *Saturday Market*

## **Food Court Report**

*Presented by Colleen Bauman*

**Co-Chair, Food Court Committee**



# *Saturday Market*

## **Food Court Report**

Presented by Colleen Bauman

The Food Court Committee acts as a liaison between the board, management and the food court. Like all Market committees, we report our recommendations directly to the Board: we do not make policy. We meet as needed, usually only several times a year.

At the start of every outdoor season, we organize the Food Court's mandatory annual potluck to go over our agreements and operations and share ideas for the future, always keeping an eye towards making our food court the best in the city.

We also work together on group promotional projects and infrastructural improvements. Food Court Committee co-chairs work with Standards co-chairs to approve and encourage new menu additions. We are there to assist with any board or management concerns or projects. This year we worked on the Extreme Weather policy and gave input on banners, new chairs, signage, and the soon to be refinished table tops!

~Janet Rosenberg

~Colleen Bauman

(Food Court Committee Co-chairs)





# *Saturday Market*

## **Personnel Report**

*Presented by Diane McWhorter*



# *Saturday Market*

## **Personnel Committee Report**

Presented by Diane McWhorter

The Personnel Committee is formed of Board members appointed for the purposes of caring for the employees and their work environment. They handle details of salaries and wages, vacations and leaves, evaluations of the managers, and other related items that come under the supervision of the Board. Like all standing committees they make recommendations to the Board about policy changes.

Most recently the Committee has undergone the same turnover as the Board, as the Chair and Vice-Chair are also the Chair and Co-Chair of the Personnel Committee. There were many details of the Personnel Policies that needed attention during and after the hiring process and they meet frequently to work on the evaluation forms, and policies such as the Code of Conduct and Grievance policies as they relate to staff issues. They are an essential arm of the Board functions and often their work involves confidentiality.

Board members with an interest in this work can ask to be appointed. Most meetings are not open to the general membership but the Personnel Policies are among those that will be posted on the website soon, through the work of the Policies Task Force. Members are always welcome to review the policies.



A photograph of a market stall display. In the foreground, several white baby onesies with suspenders and bowties are hanging on wooden hangers. Price tags are visible, including one for \$28 and another for \$10 labeled 'Small Pet'. To the left, a golden retriever's head is visible, wearing a colorful bowtie. Below the dog, more dog bowties are displayed on cards. In the background, more baby clothes and a basket of packaged 'SUSPENDERS' are visible.

# *Saturday Market*

## **Sustainability Report**

*Presented by Teresa Pitzer*  
***Chair, Saturday Market Sustainability Committee***



# *Saturday Market*

## **Sustainability Committee Report**

Presented by Teresa Pitzer

The Saturday Market's sustainability committee focuses on issues related to reducing our organization's carbon footprint and encouraging sustainable transportation to and from market. Since 2005, the sustainability committee has been integral in planning and implementing sustainable practices in the food court, such as the durable utensils program, trash-sorting, facilitating compost pick-up from the Food Court, and encouraging the use of recyclable and compostable paper products.

Right now, we are working on several new initiatives. The first is called "Reduce Our Use," an advertising campaign encouraging vendors and customers to bring a reusable mug to market. We are also looking into setting up a bike valet service and connecting with Food for Lane County's Food Rescue Express to salvage leftover food from the food court each week.

If you have ideas about how to make the Saturday Market more sustainable, please consider joining the sustainability committee.



A woman with blonde hair, wearing a black floral dress, is smiling and looking at a straw hat with purple feathers. She is in a shop filled with various hats, including straw hats with feathers, floral hats, and a black hat with red berries. The background features floral wallpaper and a large mirror.

# *Saturday Market*

## **Policy Task Force Report**

*Presented by Colleen Bauman*



# *Saturday Market*

## **Policy Task Force Report**

Presented by Colleen Bauman

Saturday Market has a large collection of policies, procedures and practices that are sometimes hard to find when needed, particularly in times of transition of management such as the last few years. This Task Force was formed with the goal of compiling all policies in a manual that would be easily accessible to all members, staff, and all those interested in the rules and regulations of the Market.

This manual would be available in print and online, and policies in it would be easy to find, to update, and to follow. The benefit would be widespread and save staff time, prevent member confusion, and create an easy path to keeping policies coherent and current. Some procedures and practices may be recommended to the Board for status as policies, when necessary. The project is expected to be ongoing for some time and thoroughness is a goal.

All interested members are welcome to join the Policies Task Force and help them do their work. They are still in the research phase, which consists of reading Board packets from recent years, searching for revisions and new policies, and documenting the work of the last decade by so many dedicated staff and volunteers. This will be rewarding work and could be a great opportunity for those with interests in Board work to become familiar with how the organization thinks and works together to serve members and the community.

Their next meeting is September 26<sup>th</sup>, from 2-4 pm.





# *Saturday Market*

## **Street Team Task Force Report**

*Presented by Heather Robbins Hinton*



# *Saturday Market*

## **Street Team Task Force Report**

Presented by Heather Robbins Hinton

The Street Team is thrilled to announce that we sold 26.25 pages of ads for the Holiday Market, which is 5.25 pages more than planned and more than the last two guidebooks. This means we will be printing a thicker book, going from 28 pages to 36. We are currently working on 2.75 additional pages of interactive materials, to encourage our customers (of all ages) to pick them up, walk around with them, and take them home.

We have just enough Saturday Market guidebooks to last us for the rest of the outdoor tourist season – about 5 more weekends. Staff have been distributing approx 1.75 boxes every weekend from the Info Booth on Saturdays. The original plan was to keep the majority of distribution on the park blocks with our visiting customers to use as a tool to shop. However, kudos go out to Kirsten & Jake for coming up with & implementing the idea to distribute them to the downtown businesses when Jake introduced himself to the neighborhood. Brilliant! We also distributed to the Eugene & Springfield Travel Oregon locations in June & again this month. They were both enthusiastic about the guidebooks and have requested that we display them in front of the original rack cards. Yay!!!

Food for thought; maybe the market will want to consider investing advertising dollars into the guidebooks next year for wider distribution purposes. We'll be proposing this idea when the time comes to work on the advertising budget for next year. ☺

Thank You,

***The Super-Fabulous Street Team***





# *Saturday Market*

## **Downtown Development Task Force Report**

*Presented by Diane McWhorter*  
***Downtown Development Task Force Member***



# Saturday Market

## Downtown Developments Task Force Report

Presented by Diane McWhorter

The Task Force sprang to action in 2016 when it became apparent that numerous development plans downtown needed more scrutiny and action than staff could handle without support. It consists of an email list of about 45 members and staff who have expressed a desire to be informed about these plans. Emails are sent regularly as topics surface, and actions are conveyed when appropriate. Meetings are called periodically when more input is needed. This is a forum for opinions and ideas surrounding the changes in downtown and the Park Blocks and all members and interested parties are welcome to join.

In late 2015, a survey was done by the City, County, and UO on the feasibility of a public market development involving the Farmers' Market, which showed that with Saturday Market participation, such a building could appear, so it was made clear that Saturday Market would not be open to changing the once-a-week, outdoors-on-public-space character of the Market. Other developments such as the Willamette to Willamette initiative, the use of the property at 3 E. Broadway, and the subsequent plans for the Downtown Urban Renewal District were examined and tracked, and feedback delivered to City staff whenever possible. Approximately \$5 million was allocated for improvements to downtown Open Spaces in the URD funding (these include Kesey Square and the Hult and Library plazas as well as the Park Blocks.)

Over the last eighteen months, changes to the Park Blocks and other downtown spaces were proposed by a consultant firm hired by the City, Project for Public Spaces. A public engagement campaign was completed with lots of member participation but the Final Report in May 2017 recommended a complete remodel of the Park Blocks. Over the last few months the Market has seen the first steps of these proposals in the form of programming and events during the week, the construction of a deck on the west block,

and other changes which have affected Market operations and culture. The Task Force named a Placemaking Team of three members who have been making sure that staff is aware of member issues and supported in making decisions regarding these changes.

The Board has considered an organizational position that will be finalized in the next few weeks, and conveyed to City Staff and government. The Task Force has recommended that the City be asked to make any changes during the Market's absence from the blocks from November to April. Moving or closing the Market does not seem a viable option without endangering the survival of the members and the organization itself. Saturday Market staff will be meeting with key City employees during the next few weeks to determine more specifically the plans for moving forward on the Park Blocks. This will be a long-range project over the next few years.

While the future of the LCFM is connected to the future of Saturday Market, it is important to separate the different organizational needs and not lose aspects of our membership organization that must be retained during any transitional times. Saturday Market supports the farmers' site improvement plans, but must make its own plans for any changes. Keeping open and productive communications channels with the city staff is paramount and the Task Force stands by to assist with any research needed to support Market positions.

Members with an interest in the work of the Task Force should sign up by email with the convener, Diane McWhorter, at [dmcwho@efn.org](mailto:dmcwho@efn.org). Be a part of planning for the future of the home of the Saturday Market.





*Saturday Market*

# **Kareng Fund Report**

*Presented by Diane McWhorter*



# *Saturday Market*

## **Kareng Fund Report**

Presented by Diane McWhorter

Begun in 2002 as a way to pass the hat when Saturday Market members needed help, the fund was granted its own 501c3 nonprofit status in 2012. Almost \$47,000 has been given in grants to artisans in the fifteen years of Kareng Fund operations.

The Kareng Fund Board of Directors is composed of nine volunteers who have had tight connections with Saturday Market. The Market office still assists in connecting members in need to the grant process, but the most efficient way to receive a grant is to apply through the Kareng Fund website at [www.karengfund.org](http://www.karengfund.org). Confidentiality is maintained for the artisans, and not only Saturday Market members are eligible, but any self-employed artisan in the State of Oregon who is connected with an arts organization may apply. Priority is given to career-threatening crises and the applicant must be below 200% of the federal poverty threshold.

The three main methods of fundraising are through member donations on the weekly fee envelopes at Saturday Market, the basket raffle held at Holiday Market, and the Art Bingo event held in February. Donations can be made through the website as well. There is a Facebook page and an account with Amazon Smile. The Board thanks so many generous donors for sustaining the fund and allowing over 75 grants to be given so far. A one-time donation from the Rex Foundation boosted the fund and allowed outreach and further publicity to reach both donors and grantees.

Please keep the Fund in mind when you have needs or surplus. Your donations to the baskets, bingo prizes, and in cash help keep your fellow members on their feet and working for themselves. Together we succeed in creating a safety net for those in need.



A vibrant outdoor market scene with people, colorful umbrellas, and tents. The background shows a modern building with large windows and lush green trees. The foreground is a grassy area where people are walking and browsing. The overall atmosphere is bright and sunny.

# *Saturday Market*

## **State of The Market Report**

*Presented by Kirsten Bolton*  
***Saturday Market General Manager***