

Attendance: Rachell Coe, Shannon Lee-Hutson, Tym Mazet, Gary Becker, Anna Lawrence, Ritta Dreier, and (by Go-To-Meeting,) Linda Lamb, Chuck Roehrich (arrived at 7:24)

Staff: Kirsten Bolton, AJ Jackson, and (by GTM) JJ Hendrix, Vanessa Roy

Guests: (all by GTM) Len Gould, Dru Marchbanks, Mary Newell Recorder: Diane McWhorter (GTM)

Announcements: Rachell spoke briefly to announce that Colleen Bauman resigned from the Board June 1, 2020. Vice-Chair Rachell Coe will chair until the next officer election in winter 2021. Ritta phoned Colleen so everyone could sing "For She's a Jolly Good Fellow." Thanks to Colleen for so much good work.

Pressing Member Concerns: There were numerous letters to the Board which will be answered by the information presented at the meeting, or followed up afterward with the member emails.

1. Tania Provenmire-Kirk: Leave of Absence request, for a second year, for the Park Blocks and Holiday Market.

***Motion: Allow the Leave of Absence (Tym/?) 6-0-0

2. Teddi Wheeler: Concerned about reserve booth holders.

3. Jenni Calef: Concerns about Opening Day and the safety of all. Members aren't trained to be Social Distancing Officers, and may not be able to handle public behaviors. Unemployment may be affected for those who cannot safely sell. Points may be compromised. Public safety has to be the first priority.

4. Steven Tucker: Concerned about Opening Day. Contacting a Board member did not satisfy his concerns about the Social Distancing Officer requirements and skills. Concerned that too many attendees might come from places where the virus is more prevalent than it is in Eugene. Wants to see more detailed plans from SM, Lane County, and the State.

Election of Vice-Chair, Nominations: Shannon Lee-Hutson, Anna Lawrence
Anna will serve in the position.

***Motion: Add Rachell Coe to the US Bank account as an official check-signer (Tym/Anna) 6-0-0

Agenda Review: no changes

***Motion: Approve the agenda (Ritta/?) 6-0-0

Minutes Approval:

***Motion: Approve the minutes of March 4, 2020 (Shannon/Gary) 6-0-0

Administrative Report: Kirsten said ten markets have been missed. All permits and contracts were pushed back but will be in place when the market opens. All the parameters and conditions for opening have been emailed to current members. The Social Distancing Officer is responsible for managing the line in front of their booth. They are to call security if needed. They may be asked by Lane County officials if they are the SDO and that is a requirement for operating as a retail venue. Other staff will

also circulate to help manage the public. Many signs will be made and 6' distance lines will be painted on the sidewalks.

The OR Farmers Market Association requirements have been distributed as a guide. Maps A & B have been distributed. Lane County Public Health approved opening under regulations as an outdoor shopping mall. All the requirements have been addressed.

HM20: The down payment is due in the end of August. The event dates for 2021 are reserved as well. If the event is canceled before payment, there is no penalty. If after payment, the money will be held until 2021. No refunds will be given. Decisions about HM will be made at the July meeting

The member portal is working great. Taxes have been filed, and there were some small refunds. The PPP loan for \$30,000 was secured and will be used for payroll and other expenses as required.

The contract with the City that provides revenue for handling permitting may sunset in September as no revenues are coming in. No sidewalk cafe fees are being collected, as the City has waived them for restaurants. The DAZ permits are still being sold but that portion of the revenue is small, and there is some revenue from Food Trucks, but the Cafe seating was the largest portion. Cancellation of the contract will affect the budget but not many hours of staffing.

The advertising plan for announcing our opening will be social media and the mailchimp newsletter. Pre-shopping will be encouraged, with an interactive map. Only current images will be shown, with the distances in place so the public will know what to expect. Photos can't be taken until the market is open.

LCFM is setting up a plan to accommodate their full membership in a smaller space. They are hoping to close 8th St. for their use, which SM opposes due to loading logistics and traffic concerns. The City is helping to make an agreement between the two Markets. SM proposed using only the north half for LCFM booths. LCFM has not been willing to consider the many other options proposed, such as moving to Sundays, or using other spaces such as Willamette St, Pearl St. parking lot, the Butterfly lot, FSP, or the City Hall lot. SM load-in procedures may be affected and may need to be tightly scheduled and managed. It is important to maintain positive relations with the farmers no matter what solution is found.

Promoting the food court, specifically, will be important so that customers know what to expect. Sales will be take-out only, with no tables, no stage, no entertainment, and gathering discouraged. Seating is permitted under phase II, but not with the current equipment. People could eat on the grass if they maintained distance. People will have to observe social distancing and masks will be recommended for the public. Masks cannot be required of the public, but it will be emphasized, and individual members can refuse to sell to unmasked customers if they choose. Signs will be available to customize to fit the member's requirements. A tone of encouragement will still be maintained despite the limitations.

Members who do not have reserve spaces will still be allowed to check in on Saturday morning once the reserves are in place, to fill any open spaces, in point order.

***Motion: Accept the Admin report (Anna/Tym) 6-0-0

Letter of Support for Kirsten Bolton, General Manager: Tym presented a motion as follows:

***Motion: We recognize the effort and contributions that are being made by our GM Kirsten Bolton during this unique time in response to the COVID-19 Pandemic. Kirsten works tirelessly and cheerfully to promote the best interests of Saturday Market, she is a strong advocate for fairness and equal opportunity for members and staff, she keeps herself and the members well informed, she consistently makes good decisions based on the board's direction. She is extraordinary in her grasp of the budget and planning for our market. It is our experience with Kirsten that lets us know that we can trust and rely on her knowledge and good judgment. We offer our full confidence and support as well as our great appreciation as we move towards the reopening of Saturday Market and the next year. (Tym/Ritta) 6-0-0 Unanimous. With applause.

Advertising Report: Vanessa outlined plans for opening promotions. Not many posts have been made as the public gets confused about whether or not the market is open, but the social media stats are still going up. Two thousand people are on the Facebook Marketplace group and it's being used to find products. The member portal is strong but still needs more member participation. New posts will emphasize the safety efforts, to reassure the public. Pre-shopping will be encouraged. Everyone should post on the marketplace group if they are going to be selling. The interactive map will be exciting. Once the Market is in place, more posts will be used, after seeing what the reception is like. There will be plenty of signs for members to use. Promotions will be about working with the community and being responsible and safe, as well as supporting small businesses. Positioning as a market and an outdoor mall will be used, rather than positioning as a gathering. Marketing your business if you are not planning to sell, should include honesty. Safety is subjective for each member and business, and attendance is voluntary as always. Shared photos should be dated to eliminate confusion.

***Motion: Approve the Advertising Report (Ritta/Anna) 6-0-0

Treasurer's Report: Tym presented three reports and P&Ls: February, March, and April. The budget for 2019/20 was exceeded with some profit. April 2020 has seen lower net income, as no market revenue has been collected, and collections of past-due funds were also compromised with the office closed. Expenditures were also lower, as spending was curtailed, but some expenses are fixed. Staff was laid off, and ads were canceled. There was still revenue at the end of April, with positive net income, though the situation is definitely unusual. Guidebooks were still printed, though fewer of them. The \$10,000 grant has not been secured due to delay by the issuing agency.

***Motion: Approve the Treasurer's report (Gary/Anna) 6-0-0

Committee Reports: Food Court Committee: Kirsten gave the report on the March 6th meeting. They debriefed HM19 and the food booth selection process. The potluck was postponed. The time frame for the menu addition request was adjusted from 48 hours to five business days. New fork containers will be recyclable boxes as the plastic tubs were no longer available. Some Covid-19 changes were suggested, such as an increase in hand-washing stations and bilingual signage.

***Motion: Approve the Food Court Committee report (Ritta/Shannon) 6-0-0

Budget Committee: Dru gave the report of the committee's work on March 17th. They met to reduce the budget and made recommendations to cancel the 50th party, to not purchase a CD (canceling a motion) but retain the funds to be available, and to reduce the advertising budget by \$18,500. They set a meeting in May but will instead meet on June 25th to assess the progress of the open market.

***Motion: Approve the Budget Committee report (Ritta/Shannon) 6-0-0

Board Retreat: Rachell reported on the Board retreat held on May 12th. Discussions were in preparation for this June meeting, reviewing the changes that were known at that time. Plans with the City included maps (three different versions), with wider aisles and fewer booths, staffing, signage, and the implementation of those plans. Finances were reviewed and some long-range projections were outlined, although it isn't possible to know the future plans in detail yet. Opening Day was postponed until June 13th. The Election was identified as something needing possible postponement and adjustment of procedures. Fundraising and future adaptations were proposed. No motions were made.

***Motion: Approve the Retreat report (Anna/Gary) 6-0-0

Old Business: Financials: 20/21 Budget: Kirsten explained that the budget was kept consistent with previous years so that it can be compared to the actual financial situation. This will enable comparisons for expenses and revenue once they begin, and there will be tight oversight to adjust items as needed. All of the expenses are subject to being eliminated, depending on revenue. Entertainment and advertising are cut, and all line items that are not essential have been cut as much as possible.

***Motion: Approve the 20/21 Budget (Gary/Anna) 6-0-0

Covid-19: Current recommendation is to open June 13th, when Phase II will be in place.

***Motion: Open June 13th (Gary/Tym) 5-1 (Anna)-0. Anna felt that the date was too early.

Points, Attendance, Reserve Fees: Current members on June 13th would have 10 points added to their point total, for the ten markets that were missed. Members from the full mailing list (which includes previous year members) will be notified by email. Accruing these 10 points will help people to meet their requirements for HM.

The 12 points earned by minimum attendance for reserve members will be waived. This prevents the penalty of losing a reserve space if a member does not feel safe to attend this season.

Reserve fees still must be paid, just like rent for a store would be. The Kareng Fund has a \$250 Pandemic Grant that can help members pay their reserve fees. They've given 18 of these small grants so far. Members can also take a Leave of Absence which freezes their points.

***Motion: Award all current members, as of June 13th, 2020, 10 Saturday Market attendance points for Markets that were missed between April 4th – June 6th, 2020. (Gary/Anna) 6-0-0

***Motion: Waive the 12 Saturday Market attendance requirement for all reserve members in 2020. (Tym/Ritta) 6-0-0

***Motion: Reserve Booth fees are still due for 2020. (Ritta/Shannon) 6-0-0

Petition from two members of the Food Court: Because food booth spaces are so limited and complex in their uses, a request from two members proposes freezing food booth points at the 2019 final point total until the emergency is over. As food booth operations are more critical for safety, and social distancing is harder within food booths, there should not be a penalty for not selling in the 2020 season, or beyond if needed. A full food court is not advisable at present, due to the spacing requirements.

***Motion: Accept the proposal and freeze all Food Court points as of December 2019 (Ritta/Shannon) 6-0-0

Chuck arrives 7:24 pm.

New Business: Election: Currently scheduled for June 6th, when the Market is not open. Recommended to postpone to June 20th with voting on two Saturdays, June 13th and 20th. Results will be calculated on Tuesday June 23rd.

***Motion: Delay the election until June 20, 2020 (Shannon/Tym) 7-0-0

Online Voting: Mary Newell has researched Election Buddy, a low-cost (\$48) way to hold an election. Test ballots were sent to Board members. Some did not want to incur any expense, others felt that this was not a good time to try something new. It could be added without changing the present system of paper ballots on the election day, absentee ballots, and an online form that can be printed out and sent in. Absentee votes are already coming in.

***Motion: Add online voting to the June 20th election (Ritta/Anna) 5-2-0

Executive Committee: occasionally when the GM needs to consult but there is not time for the Board to meet, an Executive Committee is permitted by our structure. It consists of the four officers.

Electronic Board Meetings: a change in the bylaws could be made to clarify the use of electronic Board meetings outside of emergencies. Board members should consider wording and placement in the Bylaws.

Exempting a candidate from the attendance requirement: Jan Speulda has not attended a meeting in the previous year.

***Motion: Exempt Jan Speulda from the Board meeting attendance requirement prior to the June 20th election. (Anna/Tym) 7-0-0

Meeting Evaluation/Last Round: thanks to all for all the hard work.

Adjourned 7:55 pm Next meeting July 1, 2020 5:15 pm