

zoom format

Attendance: Anna Lawrence, Willy Gibboney, Shannon Lee-Hutson, Sarah Bast, Nome May, Gary Becker (in office), Vince LaRochelle, Bekah Zeimetz, Damian McDonald
Staff: JJ Snyder, Vanessa Roy (both in office) Recorder: Diane McWhorter

Guests: Colleen Baumann, Mary Newell, Cortney Fellet, Teresa Pitzer (in office)

Introductions and Announcements: As an icebreaker, people said where they were born. Pam McBee, former bookkeeper, will be honored with a memorial service on Sunday. The Jell-O Art Show will take place on March 26th at MKAC.

Pressing Member Concerns: none

Agenda Review and Approval: Add Don Kahle's column mentioning Saturday Market to New Business if there is time.

***Motion: Approve the agenda (Nome/Shannon) 8-0-0

Housekeeping: Budget Continuing Resolution:

***Motion: Authorize a continuing resolution to operate (Shannon/Willy) 8-0-0

Review Fee Structure: The Budget Committee discussed it and recommended no changes.

Election of Treasurer: ***Motion: Nominate (and elect) Cortney Fellet as Treasurer (Shannon/Willy) 8-0-0

The vote was held in public and not as a secret ballot as it would normally be held in person.

Budget Committee Appointments:

***Motion: Appoint Damian McDonald to the Budget Committee (Shannon/Willy) 8-0-0

***Motion: Appoint Cortney Fellet to the Budget Committee (Nome/Shannon) 8-0-0

Minutes Approval: ***Motion: Approve the minutes from February 2nd (Willy/Sarah) 8-0-0

Administrative Report: JJ announced it is 31 days until the opening of the 53rd season. There were 10 new members today at the first orientation. Permits have been signed or begun (Right of Way: parking spaces, loading zones, 8th St closed lane, Oak St. fire lanes, parking space for EPD and the Site Ops Supervisor.) Contracts are in progress (Bucks, Royal Refuse, Security) She will be meeting with a representative from the EPD. The parks blocks version of the Guidebook was canceled.

The 8th St. improvement and removal of trees was postponed until after the 2022 season.

Ten food booths are currently planning to attend; three are requesting LOAs. Two more will be sought if the Board approves.

The fire marshal inspection will take place April 2.

The Portland Loo restroom may be locked on Saturdays unless the city can commit to keeping cleaning services throughout the day. There will only be three DT Ambassadors so their presence at the Market will be limited.

HM: The LEC is holding both halls for the 2022 HM, awaiting dates and will provide a detailed cost breakdown so that the Budget Committee can evaluate the true costs (including rented pipe and drape, etc.)

***Motion: Approve the Administrative report (Nome/Willy) 8-0-0

Membership Report: AJ could not be present so JJ gave the report. There are more than 200 members and will be more by the reserve deadline of March 4. Orientations for new members are filling fast. Collections for late HM payments are coming in. A request and discussion about honoring the space of a deceased member was deferred as the partner has not been contacted yet. A memorial table will be placed on the first weekend. There is also precedence that family members can be granted a year to sell stock of a deceased member.

***Motion: Check with (name redacted) and if they give it up, put it into the reserve system (Nome/Shannon) Withdrawn

***Motion: Accept the Membership report without the recommendation (Gary/Willy) 8-0-0

Advertising Report: Vanessa outlined her marketing plan, ad buys and the breakdown of the budgeted funds she is spending. Media stats continue to improve. The Special Events Task Force will meet in April to discuss any plans for the World Games in July. Her suggestion is to build on our regular events with more decorations, entertainment, etc. As far as she knows there will not be shuttles between Hayward, the Riverfront, and Downtown. Posters and additional rack cards are ready and will begin to appear in a week. The color scheme has gone back to blues and rainbows from the red and yellow of the Anniversary. Pole banners may be delayed but will be hung by Opening Day (being designed by Dan Young.) Usually mid-summer is a time when advertising is not needed but this year there will be more to make sure World Game attendees hear about SM. Ads are a bit cheaper and she will buy more since the deals are good. Since paper costs and shipping are both higher, more effort will be made to use local printers. If OCF happens, the booth will be there as it was in 2019.

***Motion: Accept the Advertising report (Sarah/Nome) 8-0-0

Treasurer's Report: JJ gave the report on the financials of January 2022. Expenses were kept down but the YTD net income is dwindling a bit as overhead expenses still accrue. Advertising money allocated for HM was trimmed, but some HM payments came in late.

***Motion: Accept the Treasurer's report (Nome/Gary) 8-0-0

Committee and Task Force Reports: Holiday Market Committee: Mary reported on the debrief meeting, which was lightly attended this year. There was no quorum so they didn't pass any motions to set the dates or make recommendations. The dates will be straightforward. Next meeting will include making a work plan to address proposed hours changes, the performance hall map, and specific comments from the evaluations. Staff received the highest eval scores; music the lowest, and as usual, the most complaints.

Vince would like to join the committee (those wishing to do so should attend the next meeting.)

***Motion: Accept the Holiday Market Committee report (Nome/Shannon) 8-0-0

Points Equity Task Force: Vanessa reported on the small group's discussions. The system has functioned as designed and research showed that only the Food Court made a change in how points were used. There was a little confusion due to the outdoor HM in 2021.

To keep Booth Holder of Record status in 2022 you must have 24 points. For 2023, you must end 2022 with 31 points. Anyone who wants to request clarification or adjustment should call the office, and may petition the Board for special consideration as is policy.

Budget Committee: Shannon gave the report from their three-hour-plus meeting in February to go through the budget line by line. The continuing resolution addresses the fact that a final budget will not be in place April 1st when the fiscal year begins. They found two main issues to address with the Board. They recommend:

1. The budget will be based on a 15 booth Food Court for the entire 2022 outdoor season.
2. All past owings to be reconciled immediately.

They felt that \$15,000 in past-due fees needed to be gotten under control. There are policies in place or new policies can be written to reconcile all past-due fees.

The food court needs to be full so that services such as tables and cleaning can be restored. If 15 booths cannot be found within present members, new booths should be recruited. The Food and Standards Committee reports need to be heard as they contain relevant information.

Discussion: The owings seem to be from only a few people. Existing policy is that payment plans must be in place, but more specific limits and penalties might be needed. Research will be done to find possible forgotten policies (\$300 to \$600 limit on owings or selling privileges will not be extended existed in recent memory.) Community Lending Works could be consulted for tips on collections or options for members without resources to catch up on owings. Some will not be collectible as those members have left. Immediate action would be satisfied by contacting the members and setting up payment plans or direct consequences.

***Motion: Accept the Budget Committee report and direct the staff to implement the collection of back owings (Nome/Willy) 8-0-0

Food Court and Standards Committee Co-Chairs: Colleen reported on their two meetings. At the first meeting they made three recommendations:

1. The Food Booth six day absence policy to be reinstated for 2022, and the \$25 penalty be waived for 2022. If additional absences are needed, the Food Booth Member must notify the General Manager for approval.
2. Postpone choosing two new food booths to replace the retiring food booths at this time.
3. Food Booths taking a Leave of Absence in 2022 should be able to come back with 2 weeks' notice.

After the Budget Committee recommendations were made, the Co-Chairs met again and adjusted their ideas to begin the recruitment process for new booths. Ritta's Burritos has resigned, and Renaissance Pizza resigned but then took a LOA in order to try to sell their business so that pizza could quickly return to the food court selections. They recommended adding one new booth in April and one in May, and meeting again in May to reassess options for three food booths who were hoping to take LOAs with the ability to return quickly if conditions improved for pandemic safety.

The Selection Committee and process is ready to go with the following timeline:

- March 3rd: Call out for applicants
- March 17th: Application period closes
- March 19th: Applications are read and applicants are chosen for interviews

- March 21st: Interviews. Finalists are chosen.
- March 24th and 25th: Taste tests, new food booths chosen.
- One new food booth to start in April, and the other to start in May

Discussion: Processes are still in place from the last search. New booths typically take a lot of on-boarding assistance. Space is tight in the food court but if there is room for a food truck it could be used. Distancing is hard for persons in the food booths, which is one reason they are cautious. The scarcity of food options was a frequent complaint on social media during the pandemic. Dana's and Bangkok Grill are planning to return. The 50% and 75% maps always included a full food court. Waiving the \$25 absence fee was discussed. Having food booths feel safe in staying home should be the priority if there has been a possibility of exposure, so they shouldn't be fined for choosing safety. The amount of \$25 isn't seen as a significant barrier for most. Returning with short notice provides more flexibility but if fill-ins are committed to, they won't be displaced; it would be month-by-month for them. Fill-ins could potentially be selected from applicants not chosen for the two openings.

***Motion: Approve the Food and Standards Co-Chairs report without the recommendations (Nome/Willy) 8-0-0

***Motion: Reinstate the Food Court attendance policy (Nome/Willy) 8-0-0

***Motion: Approve the recommendation to recruit two new food booths (Nome/Willy) 8-0-0

Leaves of Absence now have to come to the Board (because the policy is for staff to approve the first but subsequent ones have to come to the Board) so that may delay returning.

***Motion: Food Booths taking a LOA in 2022 can come back with two weeks notice (Nome/Willy) 8-0-0

Old Business: ByLaws Revisions: moved to the next meeting. There was a little discussion about changing the language regarding Robert's Rules of Order, and a reminder that there is some guidance for volunteers in the Policies and Procedures document. Some ideas could be borrowed from the OCF's Committee for Best Practices.

World Games is covered for now and will go on the next agenda.

Masks: The state and county mandates may be lifted by the time of the first Market. Some people will continue to wear them, but the public can't be required to, outdoors. At present the policy is to require SM members to wear them, with specifics describing the masks. Should this be changed?

***Motion: Members are requested to wear an effective face covering at Saturday Market if they can (Nome/ no second)

No changes were made to the existing policy.

New Business: none

***Motion: Adjourn (Willy/Gary) 8-0-0 8:25 pm

