

Attendance: Anna Lawrence (in office), Shannon Lee-Hutson, Sarah Bast, Bekah Zeimetz, Damian McDonald, Vince LaRochelle, Gary Becker (in office),

Excused: Nome May, Willy Gibboney (arrived late)

Staff: JJ Snyder, AJ Jackson, Renee Thompson (all in office)

Recorder: Diane McWhorter

Other Participants: Teresa Pitzer (in office), Cortney Fellet, Mary Newell, Candice Westberg, Brigitte McBride, Barbara Graham

Anna opened her last meeting as Chair by thanking all the participants and asking for cooperation in setting the example of following policies and working for the good of the whole.

Introductions and Announcements: Introductions all around. Barbara is now the Food Court Committee Co-Chair, Bekah has joined Standards. Brigitte is Chair of Sustainability Committee.

Pressing Member Concerns: There were a few letters concerning the Standards Committee consideration of the rules about family members' points. Those were considered during the Standards Committee report later in the meeting.

David Church requested an extension to his LOA for the month of June.

***Motion: Grant him another LOA. (Vince/Gary) 6-0-0

A market member is not in compliance with the policy that fees owed must be less than \$300 by June 1st or a payment plan must be in place, or selling privileges are suspended. This member requests the opportunity to sell this weekend to make rent, and is not making a payment plan.

***Motion: Allow this member to sell on Saturday June 4, 2022 with the condition that she sign a payment plan with AJ on that Saturday. (Bekah/Shannon) 6-0-0

Agenda Review: ***Motion: Approve the agenda (Gary/Vince) 6-0-0

***Motion: Add to New Business: How to handle the open seat on the Board (Shannon/Bekah) 6-0-0

Approval of Minutes: It was clarified that the Bylaws revisions changed the numbering of the articles.

***Motion: Approve the minutes from May 4, 2022 (Sarah/Shannon) 6-0-0

Board Education Minute: Diane explained that most of the reason for closed meetings was out of respect for personnel confidentiality, but most of the organization's issues are discussed in open meetings. We do keep private some details about contracts the organization signs. Motions made in closed meetings are public, however. Future bylaws revisions may broaden the topics for closed meetings to include legal or real estate matters. In all meetings, be careful about how information is stated so that the minutes can be respectful to all concerned.

Saturday Market is not required to follow non-profit rules but it is our goal to follow them as much as possible.

Administrative Report: JJ will be leaving July 23rd, her last day. She introduced Renee Thompson, the new Marketing Assistant. Renee spoke about her history as a crafter, a Market appreciator, and her degree work in Marketing and Psychology. Welcome Renee!

When Market-issued checks are lost, usually the member is required to pay the replacement fee (\$35.) This should be paid by the organization as usually it takes away most of the value of the check from the member.

The replacement Bookkeeper after our long-term one passed away, failed to do the work and was fired by the agency. All penalties and back taxes were covered or will be reimbursed, and the company will not charge us for those months, but they will no longer be able to do our bookkeeping. Training an employee would take months.

Two Market Members who have stepped up to run for the Board of Directors, Brigitte McBride and Candice Westberg. The election will be held Saturday, June 4th. Thanks to the volunteers who will count the ballots and certify the election.

The Eugene Emeralds have reached out to see if we would like for their mascot, Sluggo, to come to the Saturday Market as a cross-promotional event. It could be construed as a sponsorship.

If the Board approves holding Sunday Markets during the World Athletic Championships, Security, Staff, and Bucks Sanitary Service are on stand-by.

The office staff has been cross-training on the opening and closing procedures on Saturdays.

JJ is keeping an eye on closing to remind members who pack up early, park early, or park too long at closing to follow the Market's policy. Policies need to be applied equitably to all Members.

HM22: The down payment for Holiday Market 2022 is paid. Once the new layout for Holiday Hall is approved the application for the HM22 Operational Permit will be sent to the Fire Marshal. Once the booth prices for both the Main Hall and Holiday Hall are approved, Renee will send off the postcard to the printers. On June 17th the online applications for HM22 go live, and the postcards will be mailed out. July 15th is the deadline for Booth Holders of Record to turn in their applications. JJ recommends that with the changeover in office staff that we do not have a Guidebook for Holiday Market this year.

Discussion: The \$35 fee seems excessive for a member who loses a check.

*****Motion:** Saturday Market will absorb the fee for a lost or canceled check after a 3-week waiting period (Sarah/Gary) 6-0-1 (Shannon)

The Board gives JJ approval to hire a new bookkeeper or agency.

*****Motion: Take Jennifer Hendrix off the Washington Federal and US Bank accounts after her employment is over (Sarah/Shannon) 7-0-0**

*****Motion: Anna Lawrence is to be removed from the US Bank account when her term is over. (Sarah/Willy) 7-0-0**

Members did not want to sponsor the Emeralds but were willing to agree to the mascot's visit. No money is involved and they will be advised of protocols for not distracting customers from buying member products.

*****Motion:** Approve the Administrative report (Sarah/Willy) 7-0-0

Membership Report: AJ reported that as of 05/26/2022 there are 426 members, and on 5/21/2022 we sold out of 8x8 spaces and had 33 members in our 4x4 spaces.

New member orientations continue and to date we have signed up more than 55 new members. New member orientations are fully booked until August; we are bringing on roughly 9 new members every 2 weeks. If members are turned away consistently there may need to be some adjustment to how many new members are approved.

The office is slowly gearing up for Holiday Market, and after two years of Covid 19 there are lots of questions about points. I have been working with our database guy Alex, and we believe that we have accounted for everyone's points.

Jimmy Haggard was a beloved member of our office staff and will be missed in ways we are still grappling with. I want to personally thank all of the members who have reached out to us. Although Jimmy would tell us the show must go on, we still mourn him and are reminded daily of our last moments with him.

***Motion: Approve the Membership report (Gary/Sarah) 7-0-0

Advertising Report: Renee reported that social media stats continue to improve. Free advertising will be in the Bach Festival program and a Eugene Magazine ad has been placed.

She wants to do a campaign for the World Athletic Championships (WAC) of putting decorated Peace Rocks all around the city. Saturday Market info will be put on the backs. Artists will be encouraged to decorate them in their particular styles.

She is posting at least one new member, one continuing member, one food post and one entertainment post, at minimum, each Saturday. They are cross-posted on multiple platforms. Please tag so they will be noticed by her and amplified.

Discussion: Members were enthusiastic about the Peace Rocks campaign. Geocaching can be a fun part of it (Rex Redmon could help.) Renee could hold a workshop or provide a handout to help members know more about how to do the rocks. Those who already sell rocks could be part of a special promotion. Mary may be available to engrave the backs of the rocks.

***Motion: Approve the Advertising report (Sarah/Shannon) 7-0-0

Treasurer's Report: Cortney reported that 1 month into our new fiscal year expenses came in about \$3,300 less than we had budgeted for in 2020-21. There are 2 significant changes to point out and they are in the income part of the financial statement. Budgeted Saturday Market income was based on 2019's numbers, which is the last time we had a full market, and income for April came in at almost \$6,600 more. The other one was Holiday Market income previous years.

***Motion: Accept the Treasurer's report (Gary/Sarah) 7-0-0

Committee and Task Force Reports: Holiday Market Committee: Mary brought the new map layout for Holiday Hall for approval. It includes 93 8x8s and 16 4x4s and 13 6x8s. Flow is good and an effort was made to enhance the views from the entrances and make it interesting although the Fire Marshal prefers straight rows. There is some built-in storage for some booths.

Fees were raised slightly for HH although they are still lower than the Main Hall. There is no increase in the Main Hall. They are about 10% different. An 82% occupancy will meet the expenses with the cost schedule provided (as currently known.)

JJ requested that the stage be named for Jimmy Haggard. The Committee will discuss it.

***Motion: Approve the Holiday Market 2022 layout (Vince/Sarah) 7-0-0

***Motion: Approve the booth fees for both Holiday Hall and the Main Hall for HM 2022 (Vince/Gary) 7-0-0

***Motion: Approve the street names for HM22 (Sarah/Willy) 7-0-0

***Motion: Approve the Holiday Market Committee report (Vince/Shannon) 7-0-0

Standards Committee: Teresa requested that the recommendation on family members (**One point shall be awarded to each member of the Saturday market that is actively selling at the Saturday Market.**) be sent back to the committee for further discussion. People have been using a loophole to sell for people who are not present, allowing them to collect points without attending in person. There are several different situations for those members. Equity in policies is the goal.

Letters of concern indicated that some collect points in case their partner dies, and they are left with nothing if they haven't been collecting points. That could be addressed by formalizing the practice of granting spaces and points to surviving family members on a case-by-case basis as has been done some times in the past.

The Maker is the Seller is our dominant tenet so that may need a stronger interpretation across all policies.

***Motion: Send recommendation #1 back to the Standards Committee. (Sarah/Gary) 7-0-0

The second recommendation was **Move to delete “must be involved in making of the product” from the “who may sell” paragraph in the handbook.** Sellers would have to be conversant in the making of the product, as stated elsewhere.

***Motion: Table the recommendation and send it back to Standards (Gary/Sarah)

***Motion: Accept the Standards Committee report without the recommendations (Sarah/Gary) 7-0-0

Special Events Task Force: Anna reported that Security, staffing, entertainment and porta potties for two Sundays would add up to about \$9000. The city was asked if there was any funding to support being open and the answer was negative. The database won't allow extra points to be inserted, without a lot of complications so no points would be offered. A flat fee of \$50 might work but might discourage participation. The current staff would like to support the idea but is just too stretched to be able to manage this opportunity. It may be possible for members to sell at the Farmers' Market or the FSP. DAZ permits don't allow sales on the Park Blocks.

The Task Force recommends that no Sunday Markets be added for the WAC. Extra posters will be hung as promotion for Saturdays.

***Motion: Do the Sundays for the World Athletic Championships (Willy/Gary) 0-7-0

Personnel Committee: Anna reported that the committee discussed the process for the GM search. A Search Committee is being formed. Nome and Bekah have volunteered. A few more members would be good to have a total of five. It should not be all Board members, and the Board Chair and Vice-Chair should not be on it, as they are already on the Personnel Committee, and the Board votes to hire the applicant.

***Motion: Approve the Personnel Committee meeting minutes (Shannon/Willy) 7-0-0

Old Business: none

New Business: June 29th meeting: this will take the place of a July meeting.

***Motion: Meet on June 29th at 5:15 pm. By agreement.

Board Position:

***Motion: The Board will appoint the 9th Board member seat on June 29th. (Shannon/Gary) 7-0-0

Discussion: Write-ins will be considered. This is just a measure to have a plan.

***Motion: Adjourn (Gary/Willy) 7-0-0 7:43 pm

An Executive session was held for the Board, Recorder, and the Treasurer to discuss Personnel.