

Attendance: Nome May, Bekah Zeimetz, Damian McDonald, Maia Bowers, Candice Westberg, Sarah Bast, Vince LaRochelle (late) Excused: Brigitte McBride Recorder: Diane McWhorter

Staff: Shannon Lee-Hutson, Mallory Dahl, Renee Thompson, Silver Lee-Hutson

Other Participants: Heather Robbins-Hinton, Teresa Pitzer, Gary Becker, Mary Newell, Dru Marchbanks, Cortney Fellet, Anna Lawrence

Seat New Board Members: ***Motion: Seat new Board member Heather Robbins-Hinton (Maia/Sarah) 5-0-0

Correction by electronic vote 1-20-2023: **The Saturday Market Board of Directors corrects their action of 1-11-2023 of incorrectly seating their new Board members, with this motion of 1-20-2023 to seat Heather Robbins-Hinton, Maia Bowers, and Sarah Bast to 18-month terms and Vince LaRochelle to a 12-month term.**

Amended to add: All motions made and passed at the open meeting and Executive meeting of 1-11-2023 are hereby deemed legitimate as written. (Bekah/Candice) 7-0-0 [Vince LaRochelle was not available]

Board Educational Minute: Sarah Bast gave the presentation. Points included: Creating a fair, inclusive and open process: Take time to prepare and plan. Read the Board packet. Rotate responsibilities. Stay on time. Encourage different opinions. Be present. Successful group decision-making requires a group to take advantage of the full range of experience and skills that reside in its membership. This means encouraging people to speak up. It means inviting difference, not fearing it.

Pressing Member Concerns: none

Agenda Approval: ***Motion: Approve the agenda (Maia/Sarah) 6-0-0

Minutes Approval: Meeting of December 7, 2022; Annual Meeting December 11, 2022

***Motion: Approve the minutes of the last meeting (Maia/?) 4-0-2 (Heather, Sarah)

***Motion: Approve the minutes of the Annual Meeting (Damian/Bekah) 6-0-0

Election of Officers:

Chair: Nominate Nome (Maia) Nome accepts 7-0-0

Vice Chair: Nominate Bekah (Maia) Bekah accepts 7-0-0

Treasurer: Nominate Cortney (Nome) Cortney accepts 7-0-0

Secretary: Nominate Diane (Nome) Diane accepts 7-0-0

Administrative Report: Shannon reported that HM22 decorations and volunteers were fantastic, and that it was a smooth success, with many members reporting record sales.

Board Elections yielded 4 filled seats including one new member.

The Pottery Smash and Kareng Fund Raffle overall numbers were comparable to last year.

A Special Performance of "A Christmas Carol in Prose" by Rickie Birran on Main Hall Stage was well attended and received a standing ovation. KVAL did a wonderful report of HM and the magical holiday traditions we hold in our community on the 6:00 pm news.

The Holiday Market de-brief is scheduled for Thursday February 2nd, 2023 at 2:00 pm. The two day load out was less stressful but may need revision for HM23.

The office is open by appointment only throughout January. It reopens on February 1st, 2023. Off-season office schedule is Tuesday through Friday 10am-4pm. Lots of cleaning of office and storage areas has been done.

8 th Street Construction: DTDTF is monitoring the situation and will update us on progress

In October we changed the locks to the office and created 5 keys, no more. In December the safe combination was re-coded, so far only 1 person has the combo. Further Security measures are being developed in all money handling and we may be looking into security cameras for the PB.

We are in the process of backing up all data onto 5T portable drives for our aging computers. As we are able to upgrade our technology, we must keep the Membership data safe and backed up.

Due to the broken corrupted nature of our accounting software, QuickBooks, I have upgraded to online accounting suites, with an actual payroll package. I will still be doing the payroll, so we do not need the service package. This package will increase productivity, as well as provide our employees direct deposit option for their paychecks.

We are in layers of processing and reconciling our finances. What we do know is our checking account has a higher balance than last year at this time, with fewer bills to pay out. Our fee increase for the Holiday Hall and the stellar booking job by Sonia increased our HM income this year. Alternative income streams are being looked into. There's been a focus on clearing up past member owings that has worked out well. SM merchandise sales are another way to bring in income.

We're working on taxes and related matters. A new IT person is being sought.

SM 23: Contracts are in process. One Site Crew member has been let go and two added, with one position still open. Dependability is the key attribute being sought. Evaluations of all staff are planned to be completed by mid-March. Staff is going through all written materials for any needed editing or corrections and clarifications. Any potential policy changes will be brought to the Board. The staff is open to development and training opportunities including DEI trainings.

***Motion: Accept the Administrative report (Sarah/Maia) 6-0-0

Treasurer's Report: Cortney reported that progress is being made toward finishing up the reconciliations of past months and getting current. A plan is in place and having Quick Books on more than one computer will be a great help.

***Motion: Approve the Treasurer's report (Heather/Candice) 6-0-0

Appoint Personnel Committee Members: The Board Chair and Vice Chair are automatically on Personnel in those positions. Only Board members may serve on this committee. Maia and Damian volunteered.

***Motion: Appoint Maia and Damian for the 2023 Personnel Committee (Sarah/Heather) 6-0-0

The Personnel Committee will start on the GM evaluation and other wage decisions asap.

Appoint Budget Committee Members: Nome plans to attend, and will work with staff members Shannon and Mallory and Cortney. Dru has sent in an LOI and Heather is willing to be appointed as well.

***Motion: Appoint Dru and Heather to the 2023 Budget Committee (Maia/Sarah) 6-0-0

The Budget Committee will start working on the 2023-2024 Budget no later than the first week of February.

Proposal to Increase the Membership Fee: Shannon proposed that \$10 be added to the \$50 membership fee as a relatively equitable way to increase income. This must be done before the enrollment cards are sent to the printer in late January. It's too late to examine all of the options for fee raises for 2023 at this time, but the Budget Committee recommended last year that some increase be made. Others can be considered for next season once the full financial position and impacts can be determined. The increase was seen as a low-impact increase that would be spread over the whole membership.

Discussion: Many comments were made about other options, but a straw poll was taken that was unanimous in determining that only the \$10 increase would be considered.

[Vince arrived 6:15 pm]

***Motion: Raise the membership fee from \$50 to \$60 for 2023 (Sarah/Maia) 7-0-0

Old Business: Annual Work Plan: The detailed plan for the winter months was reviewed. Committee chairs in particular should check for meeting listings and send their details to Shannon for the completion of the rest of the Work Plan.

***Motion: Approve the Work Plan as a work in progress. (Maia/Candice) 7-0-0

New Business: Goals for 2023: Suggested Goals included:

- Increased financial accountability and institution of GAAP principles; improved checks and balances
- Audit (used to be done about every other year) An independent third party to look at the financial information and to support and protect staff
- Use, rely on and trust the committees and task forces to advise
- Improved office technology and equipment
- Diagonal parking for load-in on 8th St. in PB
- Staff retention and evaluations, development and education
- DEI training/discussion
- HM outreach to more distant locations to attract both participants and customers
- Durables/recycling restoration
- Retreat/5-year plan or other future planning
- Restoration of tracking such as census, and other forms

Nome and Heather will work on retreat planning.

***Motion: Adjourn (Heather/Vince) 7-0-0