

Attendance: on zoom: Nome May, Bekah Zeimetz, Brigitte McBride, Maia Bowers, Heather Robbins-Hinton, Candice Westberg, Sarah Bast, Vince LaRochelle, Damian McDonald

Staff: in office: Shannon Lee-Hutson, Sonia Ostendorf, Renee Thompson, Mallory Dahl, Silver Lee-Hutson, Spaz Welch-Cook  
Recorder: on zoom: Diane McWhorter

Other Participants: on zoom: Cortney Fellet, Gary Becker, Teresa Pitzer, Mary Newell, Craig Butler

Announcements: All Board members and Committee Chairs are reminded they are required to fill out the GM evaluation. As per the Executive Session minutes of January 11, Shannon Lee-Hutson was hired as General Manager.

Pressing Member Concerns: none

Agenda Approval: no changes

\*\*\*Motion: Approve the agenda (Vince/Sarah) 8-0-0

Minutes Approval: no changes

\*\*\*Motion: Accept the minutes of January 11<sup>th</sup> (Damian/Heather) 8-0-0

\*\*\*Motion: Accept the minutes of the Executive Board Meeting (Heather/Vince) 8-0-0

Administrative Report: Shannon reported that the Market Office reopens on February 1st, 2023. Off-season office schedule is Tuesday through Friday 10am-4pm.

All January was dedicated to cleaning, sorting, organizing and collecting, from storage to membership. Collecting owings from HM22 but as we look to SM23, we want 0 balances for returning members. We also are actively contacting non-active members regarding their past owings to Market. I shall be sending out registered letters to some and demand letters to others. As many as 80-100 owe sometimes small amounts.

Sonia has prepared the SM23 Database and the SM2023 renewal postcard has been sent to the printers. Working on the taxes, W-2, 1099

HM debrief meeting set for February 2nd, 2023

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

Met with National Business Solutions regarding our IT, Security, Back up needs, assessment and quote available, others in process. National Business Solutions also provides the contract for the Konica printer. It was purchased in 2014 and will become obsolete within this year. There is a service contract quote for the old printer and a quote on an upgraded printer including service contract.

She and Mallory are actively learning/using the new QB online software. Two pay periods have been completed and she has started adding direct deposit options to our employees who are interested.

Meeting with Eric Brown to negotiate park blocks 5year contract February 6th, 2023. Other permits and contracts are in various degrees of activity.

We continue to reconcile 2022 financials and hope to provide the budget committee with an actual Budget from 2022 with which they can use as a tool to develop 2023 Budget in March 2023.

Silver Security will provide us a quote for the full SM23 Security in late February/early March

Site Crew will be working in March cleaning, organizing and prepping for Saturday Market. Spaz

Welch-Cook will be the Day Member Liaison. The Site Team is great and no problems are anticipated for set-up on Opening Day. If there are new food booths who need assistance, arrangements will be

made. It is requested that the Budget committee reflect one open site crew position in staffing needs for the next fiscal year.

Exploring alternate income streams

All employee evaluations shall be compiled and completed by mid- March 2023

Recommend NOT setting up the food court the night before opening day. It is a waste of time, money and resources (site security overnight).

54th Saturday Market Season opens April 1st, 2023

\*\*\*Motion: Accept the Administrative report (Vince/Brigitte) 8-0-0

Committee and Task Force Reports: Budget Committee: Heather reported on the introductory meeting of the committee, when a timeline and responsibility analysis was agreed upon by Budget and Personnel for the tasks needed in the next few months.. Although it wasn't in the written minutes, they recommended purchasing two CDs (one 7-month, one 13-month) at 4% interest. These funds were from matured CDs and re-invested, not new funds.

\*\*\*Motion: Accept the Budget Committee report and recommendations (Heather/Sarah) 8-0-0

Treasurer's Report: Cortney had nothing to add at this time.

Old Business: Goals and Projects for 2023 and Retreat Topics: Members would like more information from past retreats to understand the goals and possibilities. They've been held on Board Training topics, vision projects, staff and member education on topics like Downtown Developments, 5-year plans, and organization goals and priorities. The 2018 retreat focused on volunteering and the MVP program came from that.

It is not a requirement from the Bylaws and can happen at any time. It might be fun to do some kind of interactive project to benefit Market in some way. Nome will send out the 2018 retreat agenda and keep the planning effort going by email.

Some goals include Staff trainings, such as First Aid/CPR training for emergencies. The Board approved that goal.

Procuring grants for the organization is also a goal.

New Business: Downtown Priorities: Diane reported that we have not gotten more information on 8<sup>th</sup> St but think it might be slightly delayed. The City had a public engagement process to determine priorities and chose Housing, Public Safety and Social Services. They also renewed the Urban Renewal District funding mechanism and decided to purchase the EWEB building for a City Hall. That frees up the parcel to the north of the farmers, which is now gravel but might be available for other uses, if resurfaced.

Diane wanted to hear from the Board on the possibility that the Park Blocks remodel might come back around with this new funding source, since it was put off. No one has indicated that this could happen, but if it did, we might want to prepare some plans for relocation such as the farmers had to do, if we want to support the improvements. There are several options for small spaces but not much for the whole Market at once, plus food booths require water, electricity and the canopies use anchors.

Would the Board rather try to remain in the downtown area, or move to another location like the Riverfront or Fairgrounds? Of course it would be best not to have to relocate away from the site, for instance, if the City could do one block at a time, or just enlarge the Food Court and build a new stage

and not do the whole project. The group was generally open to the remodel possibilities but still had the same concerns as always. A straw poll indicated general approval of some kind of remodeling. [Edit: one week later, this does not seem to be a possibility at all as they focus on housing, but City plans change a lot over time.] Everyone is concerned with concrete repairs and the City is promising to do some. Shannon brings it up with them at every opportunity.

Advertising Report: Renee wanted people to know that she was in the process of brainstorming, designing and envisioning the promotions and advertising plans for 2023, so it would be a good time to pitch ideas and give her feedback on what would be good. Email, zoom, phone, or meeting in person are all fine ways to interact about this.

Board Education Moment Topics:

- Financial Statement Tutorial
- Hear the New Member Orientation
- Hear the HM Orientation
- Standards Updates
- History of each member
- Archives
- Market University: marketing, display, wholesaling, etc.
- LCC Small Biz program presentation
- Committee Roles
- Parking skills/etiquette
- Confidentiality
- Resources for options if your craft isn't approved/ other sales opportunities
- Videos of trainings/orientations or fun topics
- Grant writing skills

Nome will send out a list and people can sign themselves up for what fits their interests.

Last Round/Meeting Evaluation: Teresa reminded everyone that Standards will be meeting on Feb. 15<sup>th</sup> to go over their training, code of conduct, and the handbook review. She and Gary are stepping down from the Co-Chair positions, though they will continue to attend meetings. Meetings are twice a month, with screenings and all are welcome.

\*\*\*Motion: Adjourn (Maia/Damian) 8-0-0

6: 53 pm