

Attendance: In office: Nome May, Candice Westberg, Maia Bowers, Julia Garretson On zoom: Heather Robbins-Hinton, Jennifer Hoberg, Brigitte McBride, Sarah Bast, Vince LaRochelle

Staff: In office: Shannon Lee-Hutson, Mary Newell, Sonia Ostendorf Recorder: Diane McWhorter

Guests: In office: Cortney Fellet, Kevin Levy, Ray Brown (Downtown Incident Commander), Norma Samano, Mimi Samano, Richard Harnsongkram, Sarah Jones On zoom: Anna Lawrence, Teresa Pitzer, Denise Gosar, Diane Rivas

Introductions and Announcements: It was a big packet so Nome said some items might be prioritized if time ran short.

Pressing Member Concerns: Kailey Ruiz, Program Coordinator of OSLP Arts and Culture Center: A letter was sent requesting a booth at Holiday Market to sell work from several of the artists who work at OSLP, with support from their staff. They are a non-profit and current policy is that sales aren't made from non-profit booths, which do not pay booth fees. Some history of how that policy developed was shared. Other organizations would love the same opportunity. Some options were discussed, such as the organization becoming a member, or the individual artists involved, but a straw vote showed the Board was not ready to make a decision, so the item was moved to New Business.

Board Education Moment: deferred to next meeting

Agenda Approval: Add a Guidebook Task Force report, and add Kevin Levy to the top of the agenda.

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

Minutes Approval: ***Motion: Approve the minutes from the August 2nd meeting (Maia/Julia) 8-0-0

Volunteer Coordinator: Kevin Levy has agreed to serve in this position and came to check in with the Board about their needs. He has reviewed the volunteer recruitment program in the policies document and plans to adapt and implement it. Brochures are available to fill out with skills and interests. A few things were highlighted: Board members are always needed, minutes-takers are needed for most groups, and Sustainability Committee needs members (about a 4-hour per month commitment.) He may call a meeting with committee chairs to assess opportunities. He'd like to offer estimated time requirements to recruit people so they will know the expectations.

Staff Reports: Administrative Report: Erin Nelson's employment ended August 10th and Mary Newell has been hired as the Interim Assistant Manager. She resigned her committee position (thanks to Dara Roberston for stepping into the HM Chair position) and took a LOA from her membership and is uniquely suited to handling Holiday Market and other Market procedures due to her longterm membership participation. Mary also recently participated in the CPR and First Aid Training. Mallory Dahl is helping give some additional financial training for the next month as needed.

An additional Sound Tech and Info Booth worker are being hired for HM and more Site Crew is still needed.

The City has agreed to pay for an additional garbage pick-up on Saturday mornings to help with the excess of Park Blocks garbage. Thanks to Ray Brown for his assistance.

The HM Fire Safety Plan has been approved by the Fire Marshal. They are reviewing the Emergency Response/Active Shooter Plan for the Park Blocks, which was approved by the EPD on 8/29/23.

A Money Market account has been added to take advantage of high interest rates. Two CDs are invested as well. Merchant services (credit card processing) has been switched to a new provider with updated procedures.

Construction is proceeding with some glitches. The street is paved as of today. The Info Booth had to be moved because of the storm drain.

Wellsprings Church came on Saturday with new more offensive posters, which were blocked with rainbow flags and sheets by staff and others. They didn't amplify until the FSP turned on loud music. Nome is collecting info on any incidents so please report to her with anything. Be clear with the public that this is not Wellsprings School, which is not connected.

Membership Report: Sonia has gotten down to 5 points and is filling the spaces. The Orientations are full too. There are presently 563 members and her goal is to get 650 people signed up. There is some flexibility on the membership fee for those who will not sell on the Park Blocks. Thanks to Standards for doing all the additional screenings and thanks Sonia!

Park Blocks safety has increased with efforts by the City to clear out campers the night before. There seem to be fewer problems at the end of the day too.

***Motion: Approve the Administrative report (Maia/Sarah) 8-0-0

Advertising Report: Renee was not present but her report detailed the current work on the HM poster and Guidebook. She is also working on the merchandise program with the Merch Program Work Group.

***Motion: Approve the Advertising report (Maia/Heather) 8-0-0

Treasurer's Report: Cortney had financial data from April and May and both months showed a positive increase in income over the budgeted amounts. Payroll expenses were lower due to staffing changes and the continuing understaffing of Site Crew. No written report was submitted. Thanks to Mary and Cortney.

Committee and Task Force Reports: Food Court Committee: No one was available to give the report but there were three motions from the 7-20-23 meeting. The committee approved adding two drink booths to Holiday Hall for 2023 only. They approved Richard's Sound Proposal to be presented to the Board. They also created a group text option for time-sensitive important information.

***Motion: Approve the Food Court Committee minutes (Julia/Maia) 8-0-0

Sound Report: Richard had been taking decibel readings near his booth when he had time during the day, and when he perceived that the music seemed loud. He felt that 85 decibels was the limit for safe levels and wanted an updated protocol for times when that was exceeded. He felt that through clear communication and cooperation with the musicians and a careful sound study a clear supported protocol could be developed. Members, the public, and employees are all affected and need to be safe from hearing damage during the work day. He will provide a written suggested protocol for a future meeting.

Merch Fundraiser Work Group: Diane reported that she, Renee and Candice met last Friday to discuss what they had learned so far from a meeting with James Bateman. He showed the mechanics of a page hosted by woocommerce and istory and explained the procedures. Diane felt ready to make a demo page with the current products and will work toward that with Renee. There would be some staff time required but much of the work can be done by Diane as a volunteer. She also developed a draft contract for artisans which could be adapted to each artisan.

Standards Committee will work on a process for approving products and artisans. The Board will be able to review the demo page and a pilot program will be tried as soon as possible with an expansion planned for post-Holiday Market.

***Motion: Approve the Merch Fundraiser draft proposal (Julia/Heather) 8-0-0

Member Fee Task Force: The group met twice and studied income and membership numbers. They are waiting for current financials before recommending a daily fee increase, but they did recommend raising the reserve fee to \$200 per season in 2024. They also decided to offer an option to donate through the annual membership fee. The fee would be presented with the language “You have the voluntary option to pay more than the minimum requirement for membership. Paying more than the minimum financially supports the marketplace that supports you! All members have equal access to the same benefits, rights, and services. Ready: \$60, Willing: \$75, Able: \$100.” They will make sure all members are informed of the changes well in advance of next season.

***Motion: Accept the Member Fee Task Force minutes and their recommendations (amended to add: for 2024) (Candice/Brigitte) 7-0-1 (Julia)

Personnel Committee: Heather reported that the committee met to update the Assistant Manager job description on 8-16-23.

***Motion: Accept the minutes of the Personnel Committee (Maia/Julia) 7-0-1(Jennifer)

Standards Committee: As Willy was not present there was no report. The most current approved minutes were submitted.

***Motion: Approve the Standards Committee minutes of July 19, 2023 (Maia/Julia) 8-0-0

Sustainability Committee: Brigitte gave the report on their August meeting. They also submitted notes from their July 18 meeting. They have analyzed the data from the program pre-pandemic and are researching current costs and the additional costs of PPE as well as the washing of the durables and hauling of the compost. One sorting table was found in the Bat Cave. The team is working well and enjoying their efforts and are excited about bringing back the programs in 2024. They are still looking for more members.

Holiday Market Committee: Mary gave the report on the July meeting. They worked on ideas for Happy Hour (3-6) and entertainment. There have been some changes to the maps but they are now final.

Board members questioned why the surveys showed that closing at 5 would be popularly supported but the committee did not honor that. Mary explained that it was not asked if people would want to stay open if sales were improved, so they wanted to try staying open again.

***Motion: Approve the HM Committee minutes (Maia/Candice) 8-0-0

Guidebook Team: Heather reported on the August 4th meeting. It will be a 32 page book, which is 4 pages more than last time. Most of the work is now finished and the final proof will be completed the third week of September.

New Business: Friends of the Saturday Market Proposal: Heather has been working on ideas for starting a group in January to create this community participation program. They would be encouraged to donate to support the Market and might be rewarded in several ways. Nome suggested that they need a good acronym so everyone should think about that. Contact Heather if you are interested in working on the program.

Old business: Electronic Communication Requirements: As stated in the newsletter, “Being able to send and receive communication by email is a prerequisite for volunteering on a committee, a task force, and for serving on the Board.” This would become policy and be added to the Bylaws, and the Policies and Procedures document.

***Motion: Add the electronic communication requirement to our policies and Bylaws (Sarah/Vince) 8-0-0

New Business: Volunteer of the Month: Staff has generated a list of eligible volunteers who will be voted on in the coming months.

***Motion: Choose Katie Swenson and Elise Corin as Volunteers of the Month for September. (Maia/Julia) 6-0-1 Jennifer abstained as she couldn't hear the discussion and Heather had left the meeting.

Ray Brown introduced himself and gave a little of his history as a Public Safety Officer with 26 years working for the City and Fire Departments. He is now the Downtown Incident Commander and has taken an interest in helping Saturday Market with some of our downtown problems as well as promoting cleanliness and public safety downtown. Nome said we would be interested in working on any fun and interesting projects with the City.

OSLP Request: Members were generally not in favor of changing the policy and allowing a nonprofit to sell from a free space. It wouldn't be feasible for all of the artists to become members, and we don't have a policy of groups sharing booths, or organizations becoming members. Changing our policy with an exception for one group would not be an advantage for the Market, despite wishing them success. They are welcome to promote their artists and programs as a nonprofit gallery. The maker-seller model does not fit everyone. A straw vote was unanimous in approval for not changing the policy with an exception.

Final Round/ Meeting Evaluation: so much good work got done. The OWL is fantastic. Ray found seeing the business behind the market interesting. Items for future agendas: Food court seniority and points (Norma Samano), Sound Policy, Merch Selection Process, Friends of the Market

***Motion: Adjourn (Maia/Vince) 7-0-0 7:20 pm

