

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

Staff: Shannon Lee-Hutson, Renee Thompson, Erin Nelson Recorder: Diane McWhorter (all in office)

Other Participants: On zoom: Mary Newell, Teresa Pitzer In office: Cortney Fellet

Introductions and Announcements: LCFM Cooking Contest Tuesday Aug. 8th; Heather will be timekeeper for the meeting.

Board and Committees: Nome answered a question that came up at the Board Orientation: What is the responsibility of the Board to committees? Only the Board can make policy; committees make recommendations after doing the research and discussion and reporting on that through their minutes and reports to the Board, which are approved by the Board and then become official. The elected Board has a duty of care to make sure the volunteers on committees operate in a healthy and safe environment.

Pressing Member Issues: none

Board Educational Moment: Brigitte reported on Making a Motion: Definition of a Motion: To introduce a new piece of business or propose a decision or action. It is how business is brought before the board, and it is a formal procedure for taking actions. To make a motion, you must first be recognized and given the floor by the meeting chairperson or presiding officer. Once you have the floor, state the motion as "I move (state your motion here)." Always state the motion in the positive. The Chair has the same right to make or second a motion or to debate as the other Board Members. The role of presiding officer need not be assigned to another Board Member while the Chair exercises these rights. Once the chairperson has heard your motion, any member may second it by saying, "I second the motion," indicating approval of the motion. A motion may not be discussed or voted on unless it is seconded. If there is no second immediately, the chairperson should ask for someone to second the motion. If there is still no second, the chairperson must declare the motion lost without a vote. Once a motion is made and seconded, the chair repeats the motion and then asks for discussion by the members. All discussion should be addressed to the chair and be about the motion. I want to emphasize that: A member should speak only once to a motion. A motion introducing a new subject or idea must not be made while another motion is being discussed. Such a motion would be declared out of order. Amendments, postponements, adjournments and tabling motions are not considered out of order. After a reasonable length of time for discussion, or when discussion stops, the chair must put the motion to a vote. A majority vote is required for the motion to pass (or quorum as specified in our bylaws.) To conclude, our organization primarily uses motions to propose a decision or action, not to introduce new business. Therefore, we usually conduct business by having a discussion first, then a motion. [Secretary's Note: In the Saturday Market Board process, the Chair does not make motions without passing the chair to another participant.]

Agenda Approval: Amend the "Merch Program" item in Committee Reports to "DTD TF Report."
Add to New Business: Volunteer of the Month.

***Motion: Approve the agenda (as amended) (Julia/Brigitte) 8-0-0

Minutes Approval: There is a correction to the minutes of July 12th: Nome and Candice were in the office, not on zoom.

***Motion: Approve the amended minutes (Julia/Heather) 7-0-1 (Jennifer)

Administrative Report: Shannon reported on Staffing: We are still searching, adding, and subtracting from site crew. Erin, our new Assistant Manager, is still working hard to learn all the intricacies of ESM office mechanics. Employee Training: Happy to announce, Erin Nelson is now CPR and 1st Aid certified. Erin has also been training under our former Assistant Manager Mallory Dahl and will be doing some online QuickBooks training during August. GARBAGE IS SORTED! We have a contract, a new set of keys, responsible parties to document and report. So far so good, but we still have a city-wide trashy situation and negotiating with the City to see what can be done about the excess of garbage we deal with not from the Market.

Fire/Safety Plan: We have our back dated fire permit for the SM23 season from the Fire Marshals office. I have scheduled a team meeting with the Fire Marshals this month to review and preemptively resolve HM23 obstacles. Active Shooter Plan: I am still working on Eugene Saturday Market 2023 Active Shooter Action Plan. I have a rough draft and am editing it before it goes to the Eugene Police Department for review. I will provide a copy of the Plan to the Board after the EPD training officer approves our plan. After approval, I shall keep a copy on file in the office as well as implement a drill schedule. List of Safety Supplies/AED to present at next Budget meeting in August.

I have increased our PB Security by 1 hour x 2 security guards to sweep the Park Blocks while vendors load up.

We are researching the addition of donation “Buttons” on our Saturday Market Webpage where customers, community members, members and more can directly donate to the Market as well as the Kareng Fund. Details to be determined soon.

Construction Relocation Schedule: West Block Construction began July 18th. We have relocated affected members and continue to adjust according to the construction schedule.

HM23: HM23 Booking is on schedule. We have added additional HM orientation/ screenings to help facilitate a smooth flow integrating new members into Holiday Market as well as accommodating past and current members add new products or brush up on their HM knowledge.

Discussion: support for the donation buttons and using the mailing list for fundraising for both SM and KF.

Question about roles for members to play in the emergency plan.

***Motion: Accept the Administrative report (Sarah/Brigitte) 7-0-1 (Jennifer)

Advertising Report: Renee reported that engagement numbers continue to build but she is thinking of putting Twitter/X on hold and making more videos for TikTok, which can also be used on Instagram and Facebook. Congratulations to Candice Westberg for being chosen to design the Holiday Market poster and Guidebook cover. Renee is calling out to members and the community for Holiday Market memories to be included in the guidebook.

Adding buttons to the website should not be too hard, using either Stripe or PayPal once a few issues are worked out.

***Motion: Accept the Advertising report (Heather/Julia) 8-0-0

Treasurer’s Report: Cortney reported that they are still working with the accountant to get caught up on the financial data, so no report yet.

Committee Reports: Food Court Committee: Shannon gave the report on the June meeting for Haven. The booths have been practicing their load-in sequence in preparation for construction using the two asphalt ramps. There is a report on sound levels which will be presented at a future meeting. The menu addition process was discussed and will be used for the newer booths to prevent duplication.

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

Downtown Developments Task Force: Diane viewed the site today and both blocks are now fully involved in construction. Most of the Market corners are involved. The West block is cut off at the wall on the west. A wall on the east block has been cut short and a bench removed, affecting one booth. Hopefully on Friday accommodations will be made for pedestrians.

***Motion: Accept the DTD TF construction report (Vince/Sarah) 8-0-0

Standards Committee: Candice reported on the July 19th meeting where guests spoke about the use of stencils in face painting, and a brief history and plan for branded SM merchandise at Market, and 3-D printing.

In the June 21st meeting minutes, the committee continued discussion of knitted and crocheted items and possible labeling requirements for those. They discussed tie-dyeing and face painting.

The committee recommended that the following be included in the membership handbook and as an amendment to the application form for new members:

The new member being screened, if asked, must have proof of being the original artist. Proof includes:

1. The process photos of the artist creating the original art, or
2. Have a video on their phone or an electronic device with the artist creating the art. The members also need to have the electronic tablet in their booth as the representation of their original art.
3. If the above 2 cannot be met, then there will be a required studio/home visit.

***Motion: Accept the Standards Committee meeting minutes of June 21st (Heather/Sarah) 8-0-0

Sustainability Committee: Julia presented the report from the July 18th meeting. They are looking for new members. Their focus is on researching to implement the durable forks and spoons and compost sorting programs in 2024. They are determining the costs of needing two or three people to sort the durables, sort the compost and having the forks washed and distributed. There will be costs for PP garments and for the hauling of the compost. They have detailed data from the previous program which ended with the pandemic.

***Motion: Accept the Sustainability Committee notes and minutes (Vince/Candice) 8-0-0

Holiday Market Committee: Mary reported that most of the hard decisions have been made and now the members will work on decorations and planning for the second info booth. They will need volunteers to help decorate on the Wed and Thurs before opening.

At their June 28th meeting they determined that issues with points for BHOR needed to be sent to the Board. They discussed attracting people to the 3-6 pm hours and adding additional beverage booths to Holiday Hall, as well as many ideas for attracting more customers.

The Elf game will be the same as last year with 24 official elves and other “shy elves” around the HM.

***Motion: Accept the HM Committee meeting minutes and report (Julia/Vince) 8-0-0

Old Business: none

New Business: Volunteer of the Month: Don Parker was nominated and selected unanimously for the honor for the month of August.

Dogs at the Market: Brigitte proposed the change of allowing dogs at the market and members wrote letters and spoke in favor and opposition. It would not include the food court for health department reasons. It was clarified that the city allows vaccinated dogs downtown but there is no enforcement. Service dogs are allowed. There was a lengthy discussion of the positive and negative effects. Shannon requested a quote from the liability insurance carrier and there were detailed requirements including specifying the breeds of dogs allowed and length of leashes. The end result was that the company said they would cancel the policy if changes were made to allow dogs. That ended the possibility of changing the policy to allow dogs. Existing signs will be altered to reflect that service dogs are allowed as required by the ADA.

Electronic Communications Requirements: It is proposed that anyone who wants to serve on the Board or a committee be required to have an email account, and/or be able to text and zoom. Regular membership won't require it; members can still be accommodated with paper or phone communications. In order to have meetings and share minutes and discussions, some electronic interface is efficient and convenient, and the lack of it causes the group to be too challenged to do its work well. A straw poll showed members in attendance were in favor of the change. Nome will write a policy and share it in the newsletter for member input over a few months to make sure everyone will be notified and have a chance for feedback.

Merch Program: After a short show-and-tell of some past products, Diane presented the idea of selling branded Saturday Market merchandise online, on a page connected to the website. She has been selling items since 2019 and donating about half of the proceeds to the Market...it has added up to about \$8000 over that time period and over \$2500 this season alone, creating a substantial donation to the Market. For the 50th about 9 members made products, approve by the 50th Anniversary Committee. Many members might be interested in making products using the logo or a design of their own. Diane is willing to volunteer to get it set up and provide detailed procedures and requirements. The Standards Committee has already been asked to help figure it out. A Work Group was appointed that will include Shannon, Erin, Renee, Candice, Diane and maybe Sarah and Heather. Concerns included not competing with our own members, and not encouraging people to bypass coming to the Market. The current policy is that anyone can make such products, running them by Standards to make sure they meet the 3 basic standards, just paying the 10% fee with their other sales. Not every member or product might work at a 50% contribution, so that could vary. Posters and Holiday Market merchandise could also be sold. It could also help people learn how to step up to wholesale selling.

Meeting Evaluation/Final Round: Everyone felt satisfied with the meeting and the productive work that was done.

Motion: Adjourn (Sarah/Heather) 8-0-0 7:15 pm