

Saturday Market Board Meeting Minutes

October 4, 2023

Attendance: On zoom: Nome May (Chair,) Heather Robbins-Hinton, (Vice Chair,) Brigitte McBride, Sarah Bast, Maia Bowers, Jennifer Hoburg, Julia Garrettson, Diane McWhorter (Secretary) In office: Candice Westberg, Cortney Fellet (Treasurer) Absent: Vince LaRochelle

Staff: In office: Shannon Lee-Hutson, Renee Thompson

Recorder: Diane McWhorter

Other Participants: On zoom: Shelley Williams, Doug Robertson, Teresa Pitzer, Anna Lawrence, Denise Gosar

Introductions and Announcements: no announcements

Pressing Member Concerns: Norma Samano: Norma runs the La Familia food booth, and has not sold at HM since 2019. She did not file a LOA form though she was advised to. When it came to assigning spaces for this year's event, she was third in line behind members who had sold and had more points (she had many membership points but few participant points.) She was not accepting of the process and refused to choose a space, wanting one of the others to release theirs to her on the basis of seniority. The Board did not choose to make an exception to the points policy for the booth.

***Motion: Uphold the GM's decision in the issue of Food Court location exceptions this year (Julia/Heather) 7-0-0

Haven Sundstrom: Haven sent a letter asking for two additional weeks off to end her season Oct. 7th. She becomes a crafter for HM and would not have needed the extra weeks except for Covid.

***Motion: Allow Haven an exception to the attendance requirement for 2023. So moved. (Heather/Maia) 7-0-0

Shelley Williams: The Standards Committee suspended Shelley for selling unapproved products after they worked with her to clarify issues of commercial images not collaged, and significant contribution. Shelly appealed the suspension, giving the information that she took a digitizing workshop and is working hard to learn to program original images for her embroidered items. While there are many gray areas in the way guidelines fit each craft, members generally felt that she should bring her original designs to the next screening and not have onsite approval, due to the difficulty of knowing which images are commercially digitized and which are done by her. She pledged her diligence to build up an array of original images and screen them in order to sell at HM, for which she is registered and has paid fees. A straw poll showed agreement with this transitional solution. There will be an update at the November meeting.

Board Educational Moment: Candice gave a quick review of the Standards. Saturday Market does not jury. The Maker is the Seller. Screening is done to see that the three basic standards are met: 1. Items must be handmade, or grown or gathered by the market member or a member of their immediate family living in Oregon. 2. The member contribution to a finished product must outweigh the contribution of any commercial components used in the making of that product. Skills in craftsmanship, as well as creative abilities, ingenuity and design skills are examples of member contribution. 3. The product must meet basic expectations of product life, function and safety. Challenges for the Standards Committee include

learning about new technologies and defining how they fit into the handmade marketplace. It is a small group but new members are always welcome.

Agenda Review and Approval: Remove the items Merch Project Report, Personnel Committee Report. Change HM Committee report from Dara to Doug Robertson. Add November reserve points to New Business.

***Motion: Approve the agenda with amendments (Julia/Sarah) 7-0-0

Minutes Approval: Minutes of September 6th. Correction to list officers as Board members and not guests, and list guests as "Other Participants."

***Motion: Approve as amended; so moved (Sarah/Heather)

Administrative Report: Shannon reported hiring two more Site Crew members and a part time Office Assistant, Rachael Bolton, temporary for 3 months to assist in opening and the second Info Booth at HM. Mary has taken a step back. There is still a lot of work backed up from the financials in June, July and August. Mallory is helping Shannon learn it and make a plan to catch up. She met with a bookkeeper and hopes to get her trained for a few hours monthly.

Merchant services (credit cards) will streamline the tasks as soon as everyone is trained and the machines are the right ones.

There is now a donation button on the website and a pass-through button for the Kareng Fund. The online store is in progress and will soon have some items posted on it.

Everyone is hoping to see an end to the construction soon. She will be meeting with Eric Brown and will work with the city to document all of the tripping hazards as well as the lost booths for which she will ask for some reparations. A task force is needed to work out where replacement booths can be placed and redo the maps.

The Food Booth Selection Committee met to evaluate the drink booths for Holiday Hall and selected two.

HM booking shows the first and last weekends a little thin but the rest of the booth sales are healthy. Some kind of promotion for the last weekend is being sought.

Rudy will be one of the sound technicians at HM (Dave is the other.) A contract proposal is part of this report and needs approval tonight.

The Security bid is still pending more financial evaluation.

A member commented that finding an Assistant Manager has proven to be difficult but hiring a bookkeeper should help clarify the requirements for that job. The Personnel Committee will be discussing that hiring in January.

***Motion: Approve the Administrative report with the exception of the Security recommendation (Heather/Sarah) 7-0-0

Advertising Report: Renee reported on the many tasks she did in September to maintain our websites, social media, advertisements and assets needed for both the end of the Park Blocks season and the HM season. She will be specifically promoting the Market-wide sale on Oct. 14th and Halloween on Oct. 28th for which SM will be a trick-or-treat location. She has also met with many individual artisans as well as the Volunteer Coordinator and the City of Eugene Cultural Services department. The Guidebook project is complete.

The HM posters are finished and ordered and there will be an extra 100 for selling on the possible Merch site as it is developed. She showed a mock-up of what it might look like. She sees it as an opportunity for artisans as well as a promotional fundraiser for SM. There are still some details to be worked out. She uploaded the donation button and provided a QR code at the Info Booth and the stage.

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

Committee Reports: Standards Committee: At the August meeting the committee reviewed the work of a sewist who uses commercially made garments with logos to make his composite pieces which he believes meet the collage standard. He was approved to sell through the SM/HM season if and until changes are made in the guidelines regarding recycled clothing. Another member who was not present will be asked to appear to discuss his paintings which are interpretations of other artists' work and may be too close to copies.

A third member was suspended for four weeks (until Sept. 16th) for repeated violations selling commercial charms on cords. Continuing to sell the charms after the suspension may result in expulsion.

***Motion: Approve the Standards Committee August minutes (Sarah/Julia) 7-0-0

Candice reported on the September meeting, when the committee finalized work on the knitting, crochet and facepainting guidelines. They will be discussing commercial hats. They approved an artisan who uses a 3D printer and designs his own products.

Sustainability Committee: At the August meeting Shannon sat in as staff support as Erin was no longer working for SM. The committee discussed the placement of straws in food booths, required to be behind the counter so customers must request them rather than just pick them up. They will remind the Board and food booths of the rule. Staff went through the buckets, utensils and tables stored to assess needs for getting the durables program started next April. They will work on scheduling the washing and storage of the clean utensils. They continue to research safety equipment options. They are currently planning for specific workers on a recycling crew rather than adding to site crew duties.

***Motion: Accept the Sustainability Committee minutes from August (Heather/Brigitte) 7-0-0

Julia reported on the September 15th meeting. They have two new members. They have found a composter who will haul the compost next season for free, and booked the restaurant where the washing will be done for 5-7pm each Saturday beginning in April. They are surveying the food court for estimated utensil needs, finalizing the safety equipment costs and looking for grants. They are still hoping for donations of plastic tables for sorting compost.

Holiday Market Committee: Doug has been elected co-chair to cover duties when Dara's schedule is full, and gave the report on the Sept. 29th meeting. Sonia said that there are still some spaces available in the first, last, and Thanksgiving weekends. She plans to fill any open spaces with grid walls and old HM posters and other art from the archives. Renee gave a Power Point presentation of the marketing plan for HM, and a postcard was approved from the poster/guidebook cover design. Rudy gave an update on the stage management and booking plan; the stages will be named for the rooms (Evergreen and Holiday.) There will be three busking stations in the lobby and merchandise tables near each stage for the entertainers. Dress-up days are being finalized. Their last meeting will be Oct. 27th.

Old Business: none

New Business: Volunteer of the Month: Tim Durham painted the "No Dogs" signs and other signs for the Market, particularly during the pandemic.

***Motion: Nominate Tim Durham as Volunteer of the Month (Julia/Candice) 6-0-1 (Jennifer)

Alcohol Sales at LEC: Lane Events Center has asked if they can try out having a bar selling alcoholic drinks in the concession stand or another location. Concerns included the premium paid for having it closed, which is in the contract. Will there be a refund? Alcohol sales require food to be sold as well, which competes with the HM food booths and drink sales. HM includes a lot of minors and invites families; it has always been billed as a family-friendly venue. This would create security issues, so will LEC add security and alcohol monitors? Craft booths don't want more food and drink being carried in the aisles; it works better when patrons are seated at the tables.

***Motion: Allow LEC to sell alcohol in the lobby during HM (Heather/Sarah) 0-7-0 Motion fails.

November Reserve Details: With only one Market in November, the reserve policy needs adjustment. Members don't want to be required to attend with only one option. A week is not a vacation. Solutions were discussed including requiring members to appeal to the Board for an exception to the policy if they don't attend that month, because they could lose their reserve space. Because that would cause unnecessary anxiety, it was decided to work on the policy and in the meantime, allow November to be removed from the policy for this year. Members would still be required to sell 12 times in the season.

***Motion: Remove the month of November 2023 from the reserve attendance requirement. So moved. (Julia/Jennifer) 7-0-0

Final Round/Meeting Evaluation: Redrawing the map needs to happen while the Park Blocks season is still ongoing, as it will be difficult next season to relocate displaced members. Cars need to not park on the sidewalks of the West Block. Great meeting. Thanks to everyone for their intelligence and creativity. Meeting was too long.

***Motion: Adjourn (Julia/Brigitte) 7-0-0 7:46 pm