

Attendance: In office: Nome May (Chair), Candice Westberg On zoom: Heather Robbins-Hinton (Vice Chair), Sarah Bast, Julia Garretson, Jennifer Hoberg, Brigitte McBride (outgoing Board Member,) Vince LaRochelle (outgoing Board Member). Excused: Maia Bowers

Other Participants: In office: Bekah Zeimetz (incoming Board Member Gary Spetzler (incoming Board Member,)) Anna Lawrence, Willy Gibboney, Marsha Knee, Michael Bertotti On zoom: Cortney Fellet (Treasurer), Denise Gosar

Staff: In office: Shannon Lee-Hutson (General Manager), Renee Thompson (Marketing Manager) On zoom: Silver Lee-Hutson (Office Assistant), Spaz (Lead Site Liaison) Excused: Sonia Ostendorf (Membership Coordinator) Recorder: Diane McWhorter (Board Secretary) (on zoom)

Announcements: City of Eugene is offering the Downtown Program Fund Grants, up to \$5000 to put on an event to bring participants downtown for community support promotions and downtown activation. LCFM used it last year to create Night Markets. Deadline is February 7th.

Seat New Board Members: ***Motion: Seat Board Members Candice Westberg (second term,) Bekah Zeimetz, and Gary Spetzler (first terms) (Vince/Sarah) 7-0-0

Thanks to Brigitte and Vince for their dedicated service.

Pressing Member Concerns: A letter from Sigurd Persson asks for relief from fees for the first weekend of Holiday Market due to legal problems. The safety plan procedures of the organization offered to her require documentation of threats, such as restraining orders, which were not provided yet. The amount in question is \$132.

***Motion: Forgive the amount due, contingent on receipt of proof of the situation. (Heather/Sarah) 5-0-2 (Julia, Candice)

Cliff Martin: A letter commenting on the change charging \$50 a weekend for member storage in the member services area, previously available at no cost. He suggested making room available on a first-come, first-served basis if space is limited. Staff reported that use of the space was not equitable or workable. Member discussion included opinions that it was a reasonable change and that members could put extra stock in their cars, as well as advice to return to finding individual solutions instead of policies for all members. No action was taken.

Agenda Review and Approval: Add to Housekeeping: Appoint Head Teller for elections. Change Personnel Committee report presenter to Nome, eliminate Food Committee report, add Kareng Fund Report. Add Address November Dates to New Business.

***Motion: Approve the agenda as amended (Julia/Candice) 7-0-0

Approval of Minutes: ***Motion: Approve the Board meeting minutes from November 1 and the Annual Meeting December 10, 2023. (Candice/ Sarah) 6-0-1 (Bekah)

Housekeeping: Election of Officers: Nominations were taken from the floor for the four Officer positions. All nominees accepted and there were no additional nominees.

Chair: Nominate Nome May (Bekah/Heather) 7-0-0
Vice Chair: Nominate Bekah Zeimetz (Heather/Gary) 7-0-0
Secretary: Nominate Diane McWhorter (Candice/Bekah) 7-0-0
Treasurer: Nominate Heather Robbins-Hinton (Nome/Sarah) 7-0-0

Appoint Head Teller: Nominate Amanda Finegold (Diane/ Heather) 7-0-0

Appoint the Personnel Committee: Nominate Nome May (Chair), Bekah Zeimetz (Vice Chair), Maia Bowers, and Jennifer Hoberg (Nome/Julia) 7-0-0.

Appoint the Budget Committee: Nominate Heather Robbins-Hinton (ongoing), Dru Marchbanks (ongoing,) Rich Neumann, and David Winship (both submitted Letters of Interest) (Nome/Bekah) 6-0-1 (Julia)

Cortney Fellet has resigned from the Treasurer position and the Budget Committee and will be removed as a check signer.

Administrative Report: Shannon reported on HM23: Decorations, volunteers fantastic; more work tasks than in previous years. Biggest membership in recent years at 667 members. Board elections successful with one new member. Kareng Fund Pottery Smash and Basket Raffle a success. Member Joe Blakely donated \$1000 to SM and challenged all members to do the same. A special performance by Rickie Birran of "A Christmas Carol in Prose" got a standing ovation. Holiday Market debrief scheduled for February 2, 2024 at 11:00-1:00. One-day load-out worked well and finished on time.

Admin: Office is open by appointment only through January. Reopens on Feb 1st. Offseason schedule is Tues-Fri 10-4. Some resurfacing of the Park Blocks will begin soon (currently out to bid.) A list of items to purchase to increase security and safety on the PB has been compiled. Three laptops were purchased to replace outdated and nonfunctional ones. Negotiations on the PB and Security contracts and permits have begun, through March. Site Crew will work on equipment in March. One additional Site Crew member will be needed to begin the season (one quit at the end of HM.) The Assistant Manager search has begun. Deadline Feb. 19th. Employee evaluations should be completed by mid-March. Exploring alternative revenue streams (Merch Program, POSM.) All materials on policies, procedures and guidelines, rules, codes and so on will be reviewed to keep them clear, concise, and equitable for all members (calling this "Revision Endeavor 2024") Looking into conflict resolution/coping with job stress trainings for staff. 55th Market Season opens April 6th, 2024. Looking forward to an amazing year filled with love, prosperity, and lots of laughter.

There was a Board Orientation informal meeting in the first week of January.

***Motion: Accept the Administrative report (Candice/Bekah) 7-0-0

Advertising Report: Renee thanked everyone who made Holiday Market happen. One more staff person would have made things a lot easier, with the added late-day activities which took a lot of effort. She's enthusiastic about finding and training a new Assistant Manager. Other offseason goals include website design and expansion software updates, beginning the Guidebook group and next Holiday Market efforts. Beginning work on the 2024 Saturday Market season poster. She's eager to connect with members at the HM debrief and is available to discuss ideas, opinions, thoughts, concerns, and any assistance members need. Email, call, or schedule a meeting in person or via zoom. Member discussion was regarding the Guidebook particulars: how much staff time is needed, and how much of the income from the ad sales was available for that. Some of Renee's hours were covered by the surplus from the ad sales, about \$700.

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

Treasurer's Report: Heather reported for the Budget Committee. She apologized for not including the November P&L and will send it out. There won't be any expenses in 2024 for HM expenditures, as all were paid in December. A difficulty in reporting is that receivables are entered into the database, where points are calculated, and then must be entered again into Quick Books, which could be improved with a system change at some point. Late payers are being contacted. The Budget Committee will meet soon to look at the 4th quarter of 2023 and will be meeting quarterly, and in February to work on the 2024-2025 budget. Overall the Market is in excellent financial shape.

***Motion: Approve the Treasurer's report (Bekah/Sarah) 7-0-0

Committee Reports: Budget Committee Report: Heather reported on the December 5th meeting. The committee recommended an amount for staff bonuses. Cortney announced she was stepping down from the committee.

***Motion: Accept the Budget Committee report (Julia/Jennifer) 7-0-0

Holiday Market Committee: The October 28th meeting was previously reported on and approved, but the committee had not approved their minutes at that time, which they have now done.

***Motion: Approve the Holiday Market minutes from October 28th. (Heather/Gary) 7-0-0

The Kareng Fund Board: Diane reported on the 2023 year. Over \$20,000 in grants was awarded to members in need, and about \$12,000 was gathered from the HM events, member contributions, and other contributions. Both of these totals were greater than ever before. An event is being considered, grants are being applied for, and volunteers are needed. Contact any Kareng Fund Board member. Members suggested reminding people about the envelope line for KF donations, which is an easy and regular way to contribute. The Kareng Fund Board is not technically a committee, but an independent 501c3 non-profit.

Personnel Committee: Nome reported that the committee met on November 12th to review the Marketing Assistant job description and recommended changing the title to Marketing Manager. They will bring an adjusted job description to the Board for approval. They also adjusted the Office Assistant job description and wage.

***Motion: Approve the Personnel Committee report (Candice/Julia) 7-0-0

Standards Committee: Candice reported that the committee's last meeting was November 8th. They approved the use of eco-printed commercial knit hats and art as well as teas in decorated canisters with art not made or designed by the members. They would like to reconsider the canisters in spring 2024. A member who makes wooden lyres asked to sell a music book with playing instructions. The decision was that the book could be given to lyre purchasers but not sold as a stand-alone item, as the member hadn't created it. Some 3D jewelry was not approved as the member did not operate the 3D printer. They considered kits, collage, and CNC/Laser/plasma cutting guidelines in Old Business and added those to the guideline revisions working documents. They discussed the philosophy of the market and the Maker is the Seller understanding and the definition of the family unit. They plan to attempt to clarify the usage of employees to discourage those types of artisans from applying to the market. They will resume meetings in January and submit handbook revisions to the Board for approval.

***Motion: Approve the Standards Committee minutes of November 8th. (Heather/Bekah) 7-0-0

Sustainability Committee: Julia gave the report of the informal December 9th meeting at Holiday Market. They reviewed notes from their Oct. 17th meeting and Brigitte's report to the Annual Meeting. They will schedule a work party in January to organize their equipment. Sustainability bags are available for purchase at the Info Booths. They discussed using volunteers to sort and incentives for those volunteers, and making a budget request for costs of the program. They've received a donated canopy and will continue to meet in the offseason to prepare for the relaunching of the sorting and durables programs in April.

***Motion: Approve the Sustainability Committee minutes from Dec. 9th. (Heather/Bekah) 7-0-0

Old Business: Park Blocks Map Task Force: Nome listed people expressing interest as Maia, Anna, Diane, Dara and Doug, Jennifer and Candice, as well as Shannon and Sonia. Vince, Michael and Sarah also expressed interest but the group does need to be kept small and organized. Shannon will organize a schedule and let interested people know, but they need to be available for every session to keep it efficient. It will all come to the Board for approval before the reserve system opens for the season March 1st so needs to be done quickly. Anyone can also send their specific ideas to Shannon.

***Motion: Propose a Task Force consisting of Sonia, Maia, Anna, Jennifer, Dara and Doug, Vince and Michael, with the understanding that if you miss two meetings you are no longer on the Task Force. So moved (Heather/Sarah) 6-0-1

Annual Work Plan: to be reviewed later

New Business: Board Educational Moments: For the first few meetings:

February: Confidentiality---Diane

March: How to Make a Motion---Julia

March: How to Read a Budget---Heather

April: Kindness is Catching---Nome

Please think about topics and what you might present.

Patrons of Saturday Market: POSM: Nome wants to start this program to add members of the public to sponsor and contribute to Market activities and programs. Incentives or rewards could be designed in. Interested members can get involved in February when it will be on the agenda as Old Business. Gary, Jennifer and Heather are interested.

Membership Postcard Review: A few things were changed slightly on the postcard which will be sent out in February. The new "Ready, Willing and Able" membership fee was added with some explanatory language to say that members will all still receive the same services regardless of the level of payment they choose. A line was also added to the effect of "I declare that I have created, according to the guidelines, all of the items I sell and members violating those regulations may be subject to expulsion." (Language was not quite firmed up yet.) This was in response to a recurring problem when screening new members.

The Reserve fee was already raised to \$200 at an earlier Board meeting. A request was made to show separate membership and selling day points.

November Market Dates: A decision is necessary so advertising can go forward and members will know what the season holds in store. Discussion determined that Holiday Market will only have 3

December weekends, and Thanksgiving is late in November, so HM would start November 16th which is two weeks before Thanksgiving. There will be four days at the end, which can be broken into two blocks and will make for 15 days. Opinions were shared on closing the Market and the necessary policy adjustment to the reserve policy concerning selling once each month, which will need to be formalized from the temporary change last year, as no one should be forced to sell that one November day without penalty of losing their reserve space.

Staff feels that they need the extra week of preparation for Holiday Market, and many people believe it is not worth the staff expense. Actual data is not available.

A straw poll showed mixed results. Everyone wanted to be open November 2, but only some people wanted to be open November 9th, which changed when it was realized that HM would open November 16th and 17th. Opinions were still mixed. The postcards need to be sent to the printer asap.

Generally the HM Committee recommends the HM dates, but it is still a Board decision, which can be made at this time. The two decisions need to be made together. A suggestion was made that the first weekend could possibly be filled by members paying a lower rate and a percentage as they would do on the Park Blocks. It's the same time frame as usual, just a different date for Thanksgiving.

***Motion: Be open on November 2, 2024. Amended to read that the last Park Blocks weekend open would be November 2nd, 2024. (Heather/Gary) 6-0-1 (Bekah)

***Motion: Holiday Market will start on the weekend of the 16th of November. So moved (Bekah/Sarah) 7-0-0

Meeting Evaluation/Last Round: It would be good to make some of these decisions sooner. It was a productive and efficient meeting.

***Motion: Adjourn (Julia/Sarah) 7-0-0 7:15 pm

An Executive Session was held. Board members and the GM met to discuss confidential matters. No motions were made.

Adjourned 7: 52 pm