

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

Staff: In office: Shannon Lee-Hutson, Renee Thompson, Sonia Ostenberg Recorder: Diane McWhorter

Other Participants: In office: Cortney Fellet (Treasurer), Anna Lawrence, Becky and Gary Spetzler, Brick Gentle, Haven Sundstrom, Jessie Gustafson On zoom: Doug Robertson, Willy Gibboney

Announcements: There will be an election on December 9th and 10th with three open positions. Brigitte, Candice and Vince are all ending their terms and eligible to run again. Nome asked participants to keep things brief. Anna volunteered to be Timekeeper

Board Education Moment: Nome spoke about the Code of Ethics and Conduct. It reads: Code of Ethics and Conduct: The following is a general guideline for how Members should interact with each other, the staff, and the public.

The Saturday Market operates within legal bounds and with concern for the welfare of its Members and the public, by respecting individual Human Dignity and worth. Members must comply with all Federal, State, and local regulation, special statutes, and ordinances regarding public health, safety, and welfare. Examples include product labeling laws, and required licenses such as LMT, food handler's cards, etc. Members are expected to be aware of and to comply with all current Saturday Market rules, regulations and guidelines.

Members are responsible for the behavior of friends and family who visit or stay in their booth.

Behavioral Expectations:

1. When dealing with fellow Members, Members should always behave in the most respectful and courteous way.
2. Members are encouraged to attempt to work out issues privately, and with good intentions, directly with the person or persons they have the issue with.
3. Take a positive approach to problem-solving and avoid blaming others. Be willing to acknowledge your own mistakes, and work towards compromise.
4. Listen to others and respond with empathy, being sensitive to the needs and feelings of others.
5. When discussing issues, refrain from entering a Member's booth and be very careful not to disrupt a Member's sales or business.
6. If resolution is not satisfactory, please fill out a "Notice of Concern" form.

Behavior or language that is physically or verbally abusive will not be tolerated and will be deemed dangerous and disruptive to Market activities and may result in immediate termination of membership rights.

Pressing Member Concerns: Jude Riley wrote the Board a letter regarding her 2021 Holiday Market experience. She was found to be in violation of the Code of Ethics and Conduct in her interactions with staff, security, and other members and was removed from the Holiday Market. Fees charged were just for the weekends she did complete, but she still has a small amount of owings she has not paid. Late fees and other penalties have already been waived.

***Motion: Forgive Jude Riley her \$61 of owings (Brigitte/Julia) 6-0-1 (Vince)

***Motion: Allow Jude Riley to come back to Saturday and Holiday Markets (Sarah/Brigitte) 0-8-0

Agenda Review: add a Membership Report to Staff Reports

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

Minutes Approval: Corrections: Jennifer Hoberg's name was misspelled.

***Motion: Approve the minutes of the October 4th meeting (Heather/ ?) 7-0-1 (Vince)

Staff Reports: Membership Report: Sonia reported that the middle weekends are almost completely full and there were 25 new members today, with 20 scheduled for the orientation next week. The few empty spaces on the first and last weekends will be decorated with grid walls hung with photos and other items. There will be a waiting list but she will not continue booking new members during the show as there won't be orientations available for them.

***Motion: Approve the Membership Report (Julia/Vince) 8-0-0

Administrative Report: Shannon hired new Site Crew for a current total of 9. She hired a part-time office assistant, a part-time bookkeeper and another part-time person to do data entry. Other staffing will be looked at in January.

Kevin Levy can use your support in motivating additional volunteers.

The donation buttons are working and the merch program is moving forward.

Construction this season was difficult and is not over. She will be pursuing restitution from the city.

They have contributed to the cost of moving the porta-potties on the east block.

Please support the Hope and Safety Alliance by participating in the wrapping ticket program where you give your customer a ticket you bought for their free wrapping.

The Family Photo is December 3rd, and the Annual Meeting will be December 10th. Those both take place in Holiday Hall before opening on Sundays.

The Food for Lane County collection barrels need your contributions.

The financial position is strong and recording is up to date. The financial impact of the construction was greater for some members whose booths were displaced, but it was likely market-wide. The income from the lost reserve booths will be annual, and an analysis of the 10% might better show the real impact on lost sales from inconvenienced customers and missing members. A few specific calculations from individual members might help. Shannon will continue to meet with city staff to figure out an agreement.

***Motion: Approve the Administrative report (Candice/Vince) 8-0-0

Advertising Report: Renee showed the cover of the Community Insider magazine, the HM bags, and some large banners for the front lobby and by the stages by Samson L'Orange which will clearly show the open hours so people will know the closing time is 6:00 pm. Guidebooks are ready for distribution and will be available on the first set-up day.

There will be five items on the merch page, including the HM tote bag, stickers, the poster, and a Sustainability tote bag and utensil kit. Shipping materials are being collected in the office.

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

Treasurer's Report: Cortney was not able to give a complete report but there is a P&L which will be distributed to Board members very soon. She did state that there is a positive balance and no reasons to worry about the budgeting picture.

Committee Reports: Food Court Committee: Haven reported that everyone has finally been placed in the Holiday Market, despite some misunderstandings and contention. Minutes for the August 9th meeting showed that discussions of menu additions, fill-in booths, locations at HM, points, committee membership, and absences all took place. That meeting constituted the Annual Meeting for the Food Court. Minutes were not available for more recent meetings.

***Motion: Approve the Annual Food Court Committee Meeting minutes from August 9th.
(Candice/Heather) 8-0-0

Holiday Market Committee: Doug reported on the most recent meeting and requested approval of the Beard Contest. The Board had no objections to the contest. There were three sets of approved minutes from August 23rd, September 29th, and October 28th. Those detailed the many subjects the committee worked on in the last few months and also included a schedule for the special events scheduled for the 3-6 pm time when customer interest needed a boost, as well as the Dress-Up Days. Their next meeting will be February 23rd.

***Motion: Approve all three sets of Holiday Market Committee minutes (Candice/Sarah) 8-0-0

Standards Committee: Candice reported on the October meeting which included discussion of a suspended member who did not successfully comply with the previous agreement, commercial hats, and the approval of a 3-D artist.

At the September meeting the committee discussed member issues regarding commercial images, and member contribution. They made a definition of Fiber Arts to add to the guidelines and tuned up the guidelines for Tie-Dye, Face-painting and Henna. They recommended that alcohol not be sold at Holiday Market.

***Motion: Accept the Standards Committee minutes of September 2023 (Vince/Julia) 8-0-0

Sustainability Committee: Julia reported on the September and October meetings. They are collecting fork surveys from the Food Court to estimate usage, and have commissioned a tote bag for fundraising for Sustainability programs. They've scheduled the fork-washing at a local restaurant for next season.

***Motion: Accept the Sustainability Committee minutes for September 19th (Heather/Candice) 8-0-0

Budget Committee: Heather reported on the recent meeting. Financial data was finally current and showed that expenses were at about 63% of the budgeted amounts, and income at 74%, with five months remaining in the fiscal year. Thanks to all who kept working on getting the information together, including Shannon, Cortney, and Dru. It has been a lot of work but should be easier going forward.

***Motion: Accept the Budget Committee report (Vince/Sarah) 8-0-0

Old Business: Resolution of Member Issue: the member was refunded HM fees as an agreement could not be reached regarding significant contribution of their items.

New Business: Volunteer of the Month: several people are eligible: Doug and Dara Robertson, Anna Lawrence, Heather Robbins-Hinton, Maia Bowers, Candice Westberg, and Cortney Fellet. Cortney was chosen.

Park Blocks Map Task Force: New maps need to be drawn for both blocks as many details have changed. They will also work to suggest restorations for some of the lost spaces. Volunteers included Maia, Jennifer, Vince and Anna.

Run for the Board! A Food Court member would be helpful.

Meeting Evaluation/Final Round: A lot of appreciation was expressed for the many volunteers and for staff as well. Volunteer time is now nationally values at over \$30 per hour!

***Motion: Adjourn (Vince/Julia) 8-0-0 6:39 pm

Executive Session: Update

Attendance: Nome May, Heather Robbins-Hinton, Brigitte McBride, Sarah Bast, Candice Westberg, Maia Bowers, Vince LaRochelle, Jennifer Hoberg, Julia Garrettson Recorder: Diane McWhorter
Other Participants: Cortney Fellet, Haven Sundstrom, Doug Robertson and Shannon Lee-Hutson

Members were informed of a recent situation that might result in rumors. They were asked to refer questions to staff.

Adjourned 7:00 pm

Executive Session: Budget Issues

Attendance: Nome, Heather, Brigitte, Sarah, Candice, Maia, Vince, Jennifer, Julia Recorder: Diane
Other Participants: Cortney

***Motion: Raise the base pay (Vince/Candice) 8-0-0

***Motion: Accept the Budget Committee's recommendation on their second motion (Sarah/Jennifer) 8-0-0

***Motion: Accept the Budget Committee's recommendation on their third motion (Vince/Maia) 8-0-0

***Motion: Accept the Budget Committee's recommendation for Security (Vince/Sarah) 8-0-0

***Motion: Direct the Budget Committee to explore staff bonuses (Maia/Brigitte) 8-0-0

***Motion: Adjourn (Julia/Maia) 8-0-0 7:37 pm