

Attendance: Board members: Nome May (Chair), Heather Robbins-Hinton (Vice Chair), Julia Garretson, Brigitte McBride, Maia Bowers, Candice Westberg, Vince LaRochelle, Sarah Bast Treasurer: Courtney Fellet Secretary: Diane McWhorter Recorder: D. McWhorter

Staff: Shannon Lee-Hutson, Renee Thompson, Sonia Ostendorf, Silver Lee-Hutson, Dave Welch

Other participants: Bob Frazier, Willy Gibboney, Anna Lawrence, Gordon Dent, Dara Robertson, Doug Robertson, Kevin Levy, Karen Pleasant, Leta Harvill, Teresa Pitzer, Brick Gentle, Sylvan Gentle, Philip Panepento, Katey Kephart, Mary Flowerday, Carol Nelson, Don E. Parker, Teddi Wheeler, Sierah Edwards, David Winship, Levana Appletree, Gerardo Fuenzalida, Bill Goldsmith, Alex E. Lanham, Chris Pender, Fiona McAuliffe, Denise Blazeovich, Ian Petersen, Elise Corin, Diane Rivas, Kenneth Eyre, Lilli Kemp, Joshua P. McGoldrich, Sophia Laverdiere, Kristine Levin, Carol Morrison, Judy Hiscocks, Tim Horng, Michael Bertotti, Lisa Todd, Bill Nelson, Gary Spetzler, Craig Butler, Glen Kreiss, J.S. (couldn't read) 45 recorded

Board of Directors Report: Nome May: Last year Nome described 2022 as a time of change; 2023 was described as "challenging." She thanked the Board for being such dedicated volunteers for the Market's wellbeing. She counted unanimous votes on over 120 motions this year, stating that it was not thinking alike but working to compromise different perspectives and build consensus. She particularly thanked departing Board members Vince and Brigitte.

As for actions, the Board's best decision was to hire Shannon Lee-Hutson as General Manager. She is uniquely suited for this leadership role to manage all of the moving parts behind the scenes.

The Board spent time building relationships with Lane County and Eugene officials, including Deputy Fire Marshal Travis Worthington, and EPD Sergeant Mike Ware and Lt. Chuck Salisbury, and Ray Brown, Downtown Incident Commander. We were pleased to showcase our 53-year-old downtown institution and perhaps surprise them with our organized procedures.

Time was spent exploring responses to the proselytizing of a group from Roseburg, which we discovered is protected free speech despite obstructing our businesses. Staff developed and trained for emergency response and reinforced plans in place.

Member concerns were addressed with fairness and compassion. The Volunteer of the Month program was brought back to recognize outstanding contributions. The ability to have hybrid zoom and in-person meetings was streamlined and practiced so members could attend meetings from out-of-town. All members are welcome to attend Board meetings.

Standards Committee: Co-Chair Candice Westberg reported on a productive and challenging year for the Standards Committee. Experienced leaders Teresa Pitzer and Gary Becker stepped down and she and Willy Gibboney took the helm to guide the group, which resumed having in-person meetings. They dug into the newer challenges of adapting to digital and AI-influenced art that has been impacting the craft world. With the goal of updating the specific craft guidelines handbook, they spoke with experts and went through the existing guidelines carefully. The first genuinely hand-crafted 3-D printed objects were approved. The group, which includes new members, worked hard to create a close and respectful ability to disagree reasonably as they worked through their challenges. They found it rewarding, and invite you to become a part.

Downtown Development Task Force: This task force is an email list of about 75 members who are kept current on site conditions and plans for changes downtown that will affect the Market. Diane McWhorter reported on the construction challenges of the past season as 8th Street and the corners of

the Park Blocks were redesigned and had multiple, continuing impacts on members and their businesses. Despite having a displacement policy the changes were more extensive than anticipated and ten spaces were lost as well as a number of 4x4s. Shannon met weekly with the city and construction project leads and she and Sonia handled many members and relocated them as well as possible. There will be a map task force to see about creating new spaces and options for next season. Thanks to everyone for being cooperative and flexible as the impacts worked through the membership.

The Kareng Fund: Diane McWhorter reported on the 20-year old emergency relief fund, which has given over \$100,000 in grants to almost 200 recipients. This year alone \$20,000 in grants has been given. Many of the Board members are aging and the group is looking for younger volunteers to bring in, and to move to a more dynamic fundraising plan, as the need is outdistancing the ability to raise funds.

The Fund is very grateful for the community support for the Pottery Smash, Basket Raffle, and the weekly donations via the envelopes. There is also a donation button on the website and a button on the Saturday Market website to access the KF. At present the Art Bingo event is not being scheduled this winter, with plans for a summer event being discussed. The group is looking for people who are good at fundraising, event management, and bringing in new ideas and donation sources to replenish the Fund.

Saturday Market also has a donation button of its own on the SM website.

Food Court Committee: Barbara Graham-Adams reported that the group met monthly, electing her and Haven Sundstrom as Co-Chairs. They participated in the Food Booth Selection Committee which brought in two new food booths, The Mac and The Bold Flavor. Two others returned with new owners, Tia Maria Pizzeria and The Whole Enchilada. A beverage booth and several pre-packaged food booths were added to Holiday Hall as well. Menus continue to be updated with new products to keep the market as a destination for international food.

The construction required changes to the loading in and out procedures but the result is a more streamlined process with easier access. They continue to work with staff to create a vibrant selection of offerings for the public every week.

Personnel Committee: Maia Bowers reported on the year's work. Most of the work of this Board committee was in refining the job descriptions to fit the current staff configuration and staffing needs. They also direct the evaluation of the GM every year.

Budget Committee: Heather Robbins-Hinton reported on the efforts to reconstruct the financial recording and budget-managing systems after some disarray in the past. With the hiring of a part-time bookkeeper and data-entry person the recording is now back on track and reporting will resume. A task force took on the challenge of planning for the next few years to cover staffing, insurance, infrastructure and IT support.

There was a change to the membership fee, with a range from \$60, \$80 or \$100 (the Ready, Willing and Able program) for those who can give more (all members will still be eligible for the same services and status.) Rather than raise space fees they recommended looking at other types of income first. Computers got needed upgrades and an IT support plan was entered into to make sure the database and files are maintained and protected. A safety plan required additional funding to increase security and incident response abilities. Employee reviews were completed and appropriate raises given. The State minimum wage increased by \$.70 per hour for all hourly employees.

Overall the financial health of the organization is excellent, due to trimmed expenses and high member involvement. The Budget Committee will resume work in February and is looking for new members with skills and interest in financial matters.

A big thanks to Cortney Fellet for putting in a lot of time in the last couple of years to get things back on track with professionalism and thoroughness.

Sustainability Committee: Brigitte McBride reported on the new committee, formed after the suspension of activities due to the pandemic. Both durable utensils and garbage sorting and recycling/composting are back on track for the 2024 outdoor season. The members honor the commitment Market has to our efforts to limit waste and use sustainable practices in all operations. The group did a lot of research to reconstruct what had been done and check on what was needed for health and safety as well as cost containment. They've secured a workable plan for washing of the utensils and surveyed food booths to assess needs. They will provide PPE to keep workers safe and are working to find a compost hauler and workers to do the sorting. They've worked out a budget and are ready to implement their work in April 2024.

A tote bag was commissioned and is for sale to raise money for the sustainability efforts, with a new catchphrase: Creativity, Community, Sustainability! Purchases of the bag will help fund these efforts and you can also donate to support this important restoration of a valuable program. New members are also welcome to join the committee.

Holiday Market Committee: Dara Robertson stepped up to chair the committee (with support from Doug Robertson) after Mary Newell transitioned out (and so many thanks to Mary and Gayle for their work.) They picked up the work of deciding to recommend a 2.5% fee increase, to rename the "Main" hall Evergreen and to do a lot of map work, adding 10x10 spaces to Holiday Hall as well as planning for two full stages at member request. Beverage and pre-packaged foods were recruited and other efforts made to increase the desirability of the Holiday Hall locations. A Guidebook was planned and created, with artwork on the cover to use for the poster, ads and all of the marketing, to great success. The hours remained 10-6 and surveys will again be assessed to decide on hours for 2024. The Elf game increased participation and added to the liveliness of the first weekend. An effort by LEC staff to add alcohol sales in the lobby was discouraged by Market staff and members, as it doesn't fit our family-friendly atmosphere. The Fire Marshal required changes to fit 5 foot aisles behind the food booths for access and safety. More work will be done in 2024 to refine the maps for equity and affordable options. Occupancy over the whole show was 94% which exceeded expectations and drew many new members to the organization. Promotions and advertising were super well-done as well. Many people helped to set up, decorate, run and take down the event and they all did amazing and valuable work. Thank you!

Volunteer Coordinator's Report: Kevin Levy has as his goal to let people know how easy it is to volunteer and how appreciated and necessary the volunteers are in the organization. More work shifts were filled and many people showed interest in finding a way to support the work of everyone currently volunteering. Look for more opportunities in the coming year!

State of the Market: Shannon Lee-Hutson began with the Mission Statement and thanked the awesome staff team for a wild and successful year. Finding an Assistant Manager has proved difficult but Sonia Ostendorf was promoted to Membership Coordinator and Renee Thompson has been promoted to Marketing Manager. The both did great work to fill the Holiday Market and make the Park Blocks season great despite the challenges. The Info Booth professionals, Sandy Gonzalez and Erich Boekelheide, kept us on track on Market days and two Office Assistants, Silver Lee-Hutson, and Rachael Bolton, did their parts to keep all the work current and efficiently done. The Site Crew grew

from four at the beginning of the season to eight at this time and is working together well. Rudolf Korv and Dave Swanston provided the music booking and stage management kept us dancing.

The year was a challenge with the construction, and changes to the map from the Fire Marshal and inconvenience for members and customers. A safety plan and trainings made us better able to handle possible incidents and tech was all updated for better office and organization efficiency. The Food Court was brought back to full with the addition of two new booths and two returning under new ownership. Membership increased to 665!

Security was increased and minimum wage increased so all staffing costs were higher. Passive income streams were begun and a merch page will be launched soon. A donation button was added to the website. The Sustainability program will be re-started in 2024. Standards is rewriting the Craft Specific Guidelines to meet the changing marketplace conditions.

In Honor and Tribute:

Births:

Bronte Lemke gave birth to her second son Kekoa on 2/24/23
David Winship has a new grandson Asa born on 11/23/23
Colleen Brock has been blessed with baby Donovan 4/3/23
Robert Duncan has been blessed with his second grandchild

Deaths:

Carol DeFazio 12/31/1938-12/2022
Victoria Shalini Pagliaro 6/20/1947- 2/11/23
Shane Slayer 3/5/1955-4/28/23
Nel Applegate 10/7/1951-6/2/23
Terry McClrath 2/4/1943-10/7/23
Jack Ward 1/3/1952-12/25/2022

Awards:

Unsung Hero Award: Willy Gibboney

August Volunteer of the Month: Don Parker
September Volunteer of the Month: Katie Swenson and Elise Corin
October Volunteer of the Month: Tim Durham
November Volunteer of the Month: Courtney Fellet

Volunteer of the Year: Diane McWhorter

Employee of the Year: Sonia Marie Ostendorf

A Big Thanks to All !