

Attendance: In office: Nome May, Bekah Zeimetz, Maia Bowers, Jennifer Hoberg, Candice Westberg, Sarah Bast On zoom: Gary Spetzler, Julia Garretson, Heather Robbins-Hinton  
Recorder: Diane McWhorter

Staff: Shannon Lee-Hutson, Veronica Gutierrez, Sonia Ostendorf, Renee Thompson

Other Participants: In office: Doug Robertson, Dani Marks-Fife-Ito, Jesse Gustafson, Craig Butler  
On zoom: Teresa Pitzer, Jacqlyn Korv, Vince LaRochelle, Len Gould, Willy Gibboney, Kate White Horse

Board Chair: Nome clarified her role as Board Chair: Her goal is to abide by this statement: I am responsible for framing the conversations and keeping them on topic. When needed I will answer questions and offer background information. Otherwise I will keep track of who wants to talk and make sure everyone has a say before accepting comments from someone who has already spoken If I wish to express my opinion I will go on the list just like everyone else in the room. Also, I will keep the meeting at a pace that allows the agenda to be completed within two hours.

Announcements: Please bring your own plates to the meetings so we can buy fewer paper plates. There are volunteer hour sheets available to keep track of your volunteer hours. The election is this Saturday and everyone should vote! Write your member name on the envelope, not your business name.

Pressing Member Issues: Craig Butler: Craig wants the Market to put more effort into building up the Artisan Directory and improve access to the website for customers. Many artisans are there as placeholders with no information or photos, and he wonders how they could be assisted in filling out their profiles. Perhaps a volunteer committee could take photos for people who find it too challenging. The “alt tags” work well. The live map is great but only a few people put space numbers on their booths so people can’t navigate the Market that easily.

Staff is currently migrating our website to a different provider for better capacity to make changes and improvements. Booth number placards could be easily made for people to use each week so some will be made for use this week.

Vince LaRochelle wanted to make sure everyone is aware the street will be striped starting tomorrow. He’s concerned about accidents and liability as people adjust so reminds everyone to pull all the way off the asphalt for loading. Shannon added that two-way traffic won’t begin until the signals are all operable and tested for the whole stretch. People also need to be reminded not to use the farmers’ side in the morning.

Agenda Review and Approval: Candice will give the Standards report. The Budget recommendations are separate from the Budget Committee report. The option to drop the concession fee is removed from the list of options in the recommendations.

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

Board Educational Moment: Perspectives: Maia showed through role-play scenarios how some situations of possible conflict can be defused. The objective is to **acknowledge the person’s situation and/or feelings** by asking questions **to find out** their position, and to use empathy and **mirroring** to let

them know they are understood. Often just a change in tone and words used will allow the conversation to proceed without anger, judgment and escalation.

Approval of Minutes: No changes.

\*\*\*Motion: Approve the minutes from the May 1, 2024 meeting (Sarah/Candice) 7-0-0

Administrative Report: Shannon reported that we have 498 members. The Free People's Plaza Market has chosen that for their name and signs will be made identifying the three markets. They're beginning to be more organized with the assistance of the Fire Marshal.

Len Gould is working on filing a Temporary Restraining Order against Wellsprings with other member signatures attached, and is collecting evidence of harassment incidents. Staff has made a form listing some of the principals of the church and contacts in government that can be contacted by the members and the public.

BRING has re-certified the office systems and plans to work next on making the outdoor event the first one of its kind to be certified.

There is a new canopy on the lawn behind the west side of the food booths for them to put equipment in to create more order on that part of the lawn. The POD on the East Block is for SM use now.

\*\*\*Motion: Approve the Administrative report (Maia/Sarah) 8-0-0

Len Gould's TRO: Len is in the process of filing the forms and consulting an attorney. The order can only be filed on an individual, not an organization or the church. He wants to get the public involved in contacting the city government to encourage them to act.

The Secretary expressed discomfort with this plan for the organization and insisted that a lawyer should be consulted before any further actions are taken on the organization's behalf. Individual actions are not the same thing.

The issue will be on a future agenda.

Advertising Report: Renee thanked everyone who participated in the Mother's Day Giveaway. It went very well. The Founder's Day zines and Instamatic photos were well received on the following weekend. Anyone who wants to be spotlighted for PRIDE month should contact Renee or Rachael. Migrating the web and email services should be completed this month. Proposals for the HM poster and Guidebook cover are now in the choosing and development stage, which will be done by the Guidebook group. Volunteers are still needed to help people with their ads for the GB.

The June billboard will feature Nome May's beadwork. Contact Renee about any of these efforts.

\*\*\*Motion: Approve the Advertising report (Candice/Jennifer) 8-0-0

Treasurer's Report: The April P&L was included in the packet. Membership payments shifted to February and March instead of coming in April as budgeted, but the total amounts are on track. Booth income was a bit low due to the rainy April, but the income level is maintaining good health. Expenses for April were below budget and kept in check. Net income for April was positive.

\*\*\*Motion: Approve the Treasurer's report (Maia/Sarah) 8-0-0

Old Business: Board Educational Moment Topics: deferred.

March Opening in 2026: Kate White Horse letter: Kate feels that March weather is much too cold and wet for a successful opening. She worries that staff would be forced to overwork to get the offseason work done. She values the momentum of being open in November and thinks that consistent hours and presence are important to customers and change for it's own self is not wise.

Members with opinions about a March opening should send a note to Sonia. So far it is about 13 letters for opening and 5 for not. When more opinions are gathered the issue will be back on the agenda for more discussion. Committees have been asked to weigh in on how they expect their committee work might be impacted.

Committee Reports: Budget Committee: Heather reported on the May 2<sup>nd</sup> meeting. One recommendation, that gift certificates not be redeemable for cash by customers, will be looked at again for legal evaluation.

There were several recommendations for the Holiday Market budget and fees. Expenses have been estimated to be increasing by 27%, about \$95,000 to find through increased fees.

The first recommendation is to charge two-sided corner booths an additional \$20 per block (there are seven blocks) and three-sided booths \$25 per block. There was agreement that this seemed fair due to the increased ability to sell well in these corner booths, and the common practice of additional fees in other events.

Due to the mandatory meeting for OCF that food booths had to attend at the same time as this meeting, a recommendation for restructuring how the concession fee is paid was tabled for this year. The status quo of having all members pay for it will be continued.

The third recommendation was to raise the fees for all participants either 5% or 7%. All the recommendations were discussed before voting. In addition, the fees for Holiday Hall will now be the same as Evergreen Hall, with no discount. There was some discussion of only applying the "corner fee" to the main 5 weekends, leaving out the first and last, but that didn't find agreement. There is a need to keep the details on the postcard manageable. Postcards need to go out before the next Board meeting, so decisions must be made at this meeting.

\*\*\*Motion: Accept the recommendation of the Budget Committee for an additional booth fees of \$20 per block for a two-sided corner booth and \$25 per block for a three-sided corner booth.  
(Julia/Bekah) 8-0-0

\*\*\*Motion: Approve the recommendation of the Budget Committee for an overall increase by square footage pricing of 5% in fees for all booths for HM2024 (Sarah/Bekah) 4-1-3 Rescinded

The motion passed but members wanted to see if more consensus was possible. The previous motion was rescinded.

\*\*\*Motion: Approve the recommendation for a 7% increase in fees for all booths for HM2024 (Maia/Sarah) 1-5-2 Motion failed.

\*\*\*Motion: Accept the Budget Committee's recommendation for an overall increase by square footage pricing of 5% in fees for all booths for HM2024 (Sarah/Bekah) 6-0-2

\*\*\*Motion: Approve the Budget Committee report with the exception of the recommendations. So moved. (Maia/Sarah) 8-0-0

Holiday Market Committee: Doug reported on the May 31<sup>st</sup> meeting. The members discussed contract negotiations, registration dates, advertising plans, entertainment, and mapping. They'll be looking for new items to use as prizes for the Elf Game, estimating 125 each weekend for the first two weekends. They discussed ways to determine attendance numbers without incurring costs, and ways to prevent the food donation collection barrels from being seen as access to free food. They'll be doing an inventory of the décor, weighing in on the Dress-up Days, and working on the Tips and Tricks flyers for new members. They'll look into a Drag Queen show as entertainment.

**\*\*Motion**: Approve the Holiday Market Committee minutes from Friday April 26<sup>th</sup>. (Bekah/Gary) 8-0-0

Food Committee: No members were available to give the report. The written report lists Staff reports (new tent on west lawn, urging for more social media posts by members,) discussions of meeting dates and times, new durables form, introduction of possible HM layout changes for 2025, necessity of Food Handler's cards for all employees, 8' x12' footprint, and a decision to move the June meeting to Tuesday June 18<sup>th</sup>.

The committee has discussed what constitutes voting membership on their committee but has not reached a conclusion.

Topics from the April meeting were previously reviewed.

**\*\*\*Motion**: Accept the minutes of the Food Court Committee minutes of April 24, 2024. So moved, (Maia/Sarah) 8-0-0

Standards Committee: Candice reported on the May meeting. Topics discussed included notices of concern (not specified) and a final decision on a member who makes upcycled clothing, that they provide an educational component to their customers. They will address members who use employees on a case-by-case basis.

The April minutes require two edits: spelling of Westberg, and addition of Veronica Gutierrez in the staff listing. Topics discussed included procedures for addressing at-Market guideline violations (notices of concern will be handled by staff), encouraging artisans to enroll as single members to accrue their own points to prevent issues with partnerships and other business issues, and an informal request for an exception to sell the work of an ill member (they were encouraged to file a formal request.) They reversed a motion to require a resume to be submitted to join the Standards Committee. They did not approve tracings of digital art. They approved a request of a member with a medical condition to allow a relative to sell at HM2024 for them. They added to their work plan, which currently lists: February: Members with Employees; March: Lane County Fair 2025; April: Pipes/Headies SM/HM 2024/2025; May: Ingestibles; June: Pipes; July: Licensed Images and Logos.

**\*\*\*Motion**: Accept the Standards Committee meeting minutes of April 17, 2024. So moved. (Maia/Sarah) 8-0-0

Sustainability Committee: Julia reported on the May 8<sup>th</sup> meeting. They discussed details of the successful launch of the durables and composting program. They shared ideas for the August 3<sup>rd</sup> event which will feature Sustainability, and are compiling a list of members who use sustainable practices in making their products. They plan to use signage to identify those members and other aspects of the sustainable efforts of the organization. They began a list of nonprofits to invite to the event (staff will contact them.) Two of their members are taking summer leaves and one member is moving, so they will be focusing on recruiting new members to the committee. They will begin only submitting approved minutes to the Board.

Those present at the Board meeting gave a round of applause for the return of the durables and composting programs.

New Business: Assistant Manager: Veronica Gutierrez has completed the probationary period and is eligible for permanent employment, including benefits and status as check-signer.

\*\*\*Motion: Accept Veronica Gutierrez as a permanent Assistant Manager (Sarah/Maia) 8-0-0

Volunteer of the Month:

\*\*\*Motion: Make Dara Robertson the Volunteer of the Month for June (Bekah/Maia) 8-0-0

4x4 Reserves: deferred

Rainy Day Proposal: deferred

Committee Meeting Recordings: There is no Board policy on storage or use of meeting recordings. Two committees have discussed and formed their own policies, but an overall policy is needed. Attendees were surveyed for their initial feelings about the issue. Most agreed that notification and consent is needed before recording meetings, and did not feel comfortable with public viewing or access to meeting recordings. The use of them by minutes-takers is a tool that is helpful, and there were no objections to that use, but there were questions about storage and access. A policy will be drawn up and submitted for approval.

The Secretary does use a voice recorder to assist in minutes-taking and requests can be made for clarifications if needed. The policy with those is that they have not been available

Proposal for Protests: Shannon proposed closing the Market for the duration of protests on the sidewalks, filling the space with members and refusing access by the protesters. She strongly feels that the organization should make a unified response, identified by the Board and agreed to by all members. The proposal was not discussed by the group.

Final Round and Meeting Evaluation: Sarah pointed out that it was her last meeting of two terms and was thoroughly appreciated for her contributions. A few members mentioned problems hearing the discussions, both on zoom and in the room.

\*\*\*Motion: Adjourn (Sarah/?) 8-0-0 7:24 pm