

Attendance: In Office: Nome May (Chair), Douglas Robertson, Bekah Zeimetz, Maia Bowers, Candice Westberg.

On Zoom: Heather Robbins-Hinton, Julia Garretson, Jennifer Hobart, Dani Marks Fife-Ito; David Winship, Heather Robbins-Hinton, Richard Harnsongkram, Casey Fife-Ito, Renee Thompson

Recorder: Anna Lawrence

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

Other Participants: Jan Speulda, Jessie Gustafson, Allison Guiliotis, Megan Burr, Amanda Finegold, Shellana Moeller, Willy Gibboney, Craig Butler.

Announcements: Tonight’s meeting must end at 7:15 as there is an Executive Session with guests. If there are any topics that are not discussed they can be added to the December Board meeting.

Appoint Secretary:

***** Motion: Appoint Anna Lawrence as Board Secretary. Bekah/Candice- 5-1-1 (Julia/Jennifer)**

The next elections for the Board will be held Dec. 7 & 8th, 2024, during Holiday Market. The vote tallying will be the following Wednesday.

Pressing Member Concerns:

Jan Speulda voiced concerns about the check-in system at the Saturday Market and the timing of check in and distribution of white envelopes to other members at 8:30am. The point system is the cornerstone of our market, and the main issue is not being able to maintain one’s reserve booth for that specific day...

Becca Clark wrote a letter with concerns about the price increases for corner booths and general fees at Holiday Market. Julia will write Becca a response via email. Doug offered, as co-chair of Holiday Market, wrote an email to Board Members regarding the fee increases and would be fine with cutting and pasting that email and sending it to Becca. Julia agreed to Doug’s offer.

Julia Garretson reread a letter she’d written a number of months ago stating that she doesn’t feel heard by the Board, asking “Are you listening?” She says that she hears a lot of complaints from SM members, committee volunteers and the Board members. Then she read the 5 agreements for Communication by don Miguel Ruiz and don Jose Ruiz. Briefly 1. Be impeccable with your words, 2. Don’t take anything personally, 3. Don’t make assumptions, 4. Always do your best, 5. Be skeptical, but learn to listen. Julia stated that SM is a market of consensus. Maia responded that consensus is a great tool, but that SM is based on voting for answers because we are such a

large organization, not on consensus. Nome added from SM Policies and Procedures that “ all meetings shall be conducted in accordance with methods of participatory decision making as developed by the organization and implemented by the Chair.”

Jon King/David Frederick wrote a letter asking for a HM Booth share as Jon King will not be able to attend HM until December due to health issues. David Frederick is a market member and has a different booth assigned to him. Jon King would get points for November even though he would not be attending.

*****Motion: Give Jon King an exemption for attendance for HM 2024 as needed for health reasons. Candice/Doug 7-0-0**

Agenda Review /Amend/Approve:

Amend: Doug Robertson will read HM Comm Report instead of Dara Robertson.

Ballot signature policy will be moved to New Business, and Meeting Recording Policy will be moved to New Business.

*****Motion: Approve the amended agenda for November 6th, 2024, agenda. Maia/Bekah 7-0-0**

Approval of Board Minutes: October 2nd, 2024:

*****Motion: Approve the minutes from Oct. 2nd, 2024. Bekah/Maia 6-0-1 (Jennifer)**

Board Education Minute: Nome May

What it means to be a Board Chair. “What being board chair has meant to me...Diane and Shannon approached Nome to run. Shannon became GM and Nome ran for the Board. Aside from all the literature that is available for a Board Chair to read, for Nome it meant to, lead with a Yes attitude and an open mind and a kind heart and the willingness to be bossy when needed. Here is a diary of my week. On Tuesdays I meet with Shannon for 1-2 hours, discussing strategies to implement Board decisions, we discuss any happy plans that Shannon is working on, we cover any staffing issues, discuss coping mechanisms with any problematic members, I give her advice she doesn't need as she has lots of common sense, but I hope it helps. On Friday

We discuss Saturday operations, as needed. On Board meeting week I read the Board packet on Wednesday. I greet the meeting with butterflies in my stomach. I review the agenda and break it down for the time it might take so I can keep the meeting flowing to meet the 2-hour goal. I pay attention to the motions in the committee reports as those become policy when we approve the minutes. Once the meeting starts, I realize I can do this. As Chief executive officer, something I try not to think about too often, the Board Chair and the General Manager are responsible for some daily operational decisions. Sometimes we make mistakes which is ok if you are trying to do your best. We are Market loving people with a framework of Policies and Procedures to guide us.

The role of Chairperson could be different for you as it is an individual pursuit. as you will find your way to make schedules ...It is very satisfying to feel needed by the organization that we depend upon for our income. I encourage any one of you to give it a go as it is really a hell of an experience.” The Chairperson is the chief executive officer of the corporation, but don't think about that as it is intense, they'll have general supervision of the affairs of the corporation, they'll preside over the meetings of the Board of Directors and discharge the duties of the presiding officer, they'll present or delegate the presentation at the Annual Meeting of the report for the general affairs of the corporation. The chair works with the GM to develop meeting agendas, facilitates the meetings of the board, chairs the personnel committee, supervises the GM, and works with the Membership Co-Ordinator to supervise and evaluate volunteers. The Board Chair is also the auxiliary check signer.

Treasurers Report: Heather Robbins-Hinton

In September Heather reported that SM was in line with their expenses, but SM income was significantly below target at 28% of budgeted HM reserve fees that had been received by the 30th of September. In looking at the books thru Nov. 4th the budgeted income had jumped significantly in a few days up to 40% of budgeted income. Heather wrote a newsletter article that addressed the responsibility that each member must pay their dues for HM on time as SM has payment responsibilities to the Lane Events Center.

Shannon and Sonja spend 12-14 hours per week on receivables which is a time-consuming project. Heather thinks it's time to change the SM invoicing and she has ideas to help with that. Receivables need to be added to the database that SM currently uses.

Allison- had no idea that she was late in paying her dues this year. Being cash strapped at this time of year means that she would pay her balance with her credit card. Members can pay for their booth at HM with a credit card.

Jennifer- would find it helpful if the invoices sent out had a line of a due date and balance of account. Sonia responded that the invoices are not up to date for editing in house. The accounts are hard copied into database.

Heather - SM database is not able to track receivables because SM cannot send out invoices that are accurate or easy to do. Utilizing Quick Books would be helpful.

Maia- Years ago Maia would add a bit of money every week to draw down the balance of her HM dues.

Dani- Was also surprised by her invoice for money due for HM. She had a frustrating experience trying to pay her balance.

Jennifer- With the web site redesign will it be possible to pay for HM space online?

Nome- Wait for the admin report!!

Motion: Accept the Treasurer's Report Nov. 2024. Bekah/Doug 7-0-0

Administrative Report: Shannon Lee-Hutson

1. I hear everyone's concerns about database. There are no receivables and SM accounting is done on the database. David Winship and I met with some other people to discuss taking the database and moving it into Quick Books for an accounting system. Therefore, we would have receivables with an invoicing system. The HM postcards have all the members' information and dates when monies are due which is why the HM postcards are cut in half and the members get half back for their records. SM also sends out hard copies of members' dues for invoicing. That system does not keep track of any monies paid or owed. Hopefully the new year will be a time where actions will be taken to change this system.
Using the Quick Books invoicing system will make it compatible with the member portal. Members can then check their balance on the member portal and pay through the portal.
2. Maia suggested in January 2024 that SM open in March. Member response was less than positive. Many systems in SM would have to be changed to accommodate a March opening. It's possible that SM members could have an agreement with LCFM and sell with them in March.
Julia asked about a point system. Tuesdays have a different point system than Saturdays. What would March points look like? At this time the points would be like Tuesday's points.
3. November attendance at SM was slim and those members were there for a variety of reasons. Shannon expressed a need to double the points for the November Park Blocks market only to encourage attendance. The double points would start in 2025.
4. Office Hours for HM 2024 are 10-4 Wednesday and Thursday. Monday and Tuesday are days off. Not applicable for the week of Thanksgiving or Christmas week.
5. As of today's date, 11/6/2024 there are 652+ members.
6. The pilot program for durables for HM '24 is ready to go. The plates are here- 1000 have been rented for each block of HM. A few Food Court members wanted durable plates so that are ready to go. Some FC members are going to participate.
7. Renee returned to the office Tuesday, 11/5/24. Cassie Rile is a new hire for the Office Assistant. Silver is now full-time staff, helping with Marketing/Advertising. Guidebook is completed.
8. HM Task: Is it Mandatory or participatory? There is a \$40. fee for task non-participation. Many members choose to forgo the \$40. At Clay Fest comments made were about loving to volunteer to do a task there, but this is not true at HM. Many forgo

the \$40. Allison- Is there another incentive to get members to participate? Adding this to New Business.

9. HM Dates: Family photo, Holiday Hall at 9:30- December 1; Annual Meeting 9:00 am- Holiday Hall- Dec 8th; Pottery Smash 8:30am - Evergreen Hall Dec 15. You can invite friends and family to Pottery Smash if they have a Golden Ticket purchased from the Kareng Fund. Another billboard advertising HM on 11th St. is starting on December 7th.
10. Frog passed away on November 2nd. His booth will be erected in his location at the front doors of Evergreen Hall. His entire collection will be available for purchase. The booth will be attended by his co-writer during the entire HM. There will be a Memorial Bench decorated for Frog. The proceeds from sales of his books will go to his memorial costs.

*****Motion: Accept the amended Admin Report (minus the discussion re: 2 points for Park Blocks attendance in Nov. Moved to New Business for December 4th BOD meeting). Doug/Bekah 7-0-0**

Ballot Signature Policy: Those words being removed are in parenthesis, the new text is in **Bold**. Amanda Finegold is Head Teller for election vote tallying.

None presented: The procedure for voting to date is that each member places their ballot in a secrecy envelope and then they sign their name on the envelope. If there is no envelope signature but a signature on the ballot itself the vote is not counted.

The first change desired is in point #5- "Members will vote, sealing the voting envelope, write and sign their name on the outside of the envelope, **or on the ballot**, and place it securely in the ballot box.

The second change is #8-fourth point- Any ballots (not in envelopes) **without names and** duplicates are otherwise set aside ...

The third change is in #8- fifth point- Verify names on the outside of the envelope **or on the ballot** as a current member.

The fourth change in #8 is in the 8th point- Open (invalid) ballots and see if the name is on the ballot ...

*****Motion: Eugene Saturday Market accepts ballots that are signed either on the envelope or on the ballot. The Board Secretary will update the election procedure statement from 6/6/18. Bekah/Candice 7-0-0**

Committee Reports and Minutes:

Budget Report: David Winship

Expenses are up, revenues are down for the month of October. P & L- income down 8-9%, Expenses are up: Net is \$53,000 for 2024; as compared to \$46,770 for 2023. \$150,000 cash.
Budget Comm meets on Nov. 7th.

Advertising Report:

Acknowledged.

Food Court Minutes:

Corey Marks Fife Ito

Seven booths present with Nome and Maia in attendance.

The durable pilot program re: using plates will be tried by some members during HM.

Beepers might be used for decongestion of Food Court during HM.

Looking forward to the Food Court Handbook which should be available to FC by January 2025 from the Standards Comm.

Desire for changing HM hours for Food Court in 2025. Some food booths would like to close at 4:00. Try new hours 9-5 for HM 2025.

Next meeting will be in February 2025.

*****Motion: Approve the September 25th Food Court minutes. Bekah/Doug 7-0-0**

Holiday Market Report:

Doug Robertson

Julia- Is there going to be a survey this year?

There is going to be an in-person survey by neighborhood as they are trying to get more responses. Julia is not comfortable with this process. Another suggestion as a way to get information through vendor's Square Reports.

January 24, 2025- HM meeting is the Holiday Market debrief.

Allison- Variables in answers due to daily activity.

Doug says that the HM Committee wants 51% responses. Usual response is about 25-31%.

Veronica- Can there be 3 ways to respond to survey- In-person, email, or paper.

Candice- In-person survey seems to take up a lot of time...

*****Motion: Accept the Holiday Market Committee Minutes, Sept 27. Bekah/Maia 7-0-0**

Standards Committee Report- September 18, 2024: Candice Westberg

Topic: Standards Committee requests that the BOD handle the issue around the Food Handlers Card required for each booth in the Food Court. Standards Comm is not comfortable making the final decision, so they have asked the BOD to decide.

Richard- This has been discussed many times in the past 2 years with the office. It isn't clear to Richard why this keeps coming up. The Food Court Comm tries to educate the Staff about the multiple decades that vendors in the Food Court have weighed in about this Card in an attempt to

educate the office. There would be more paperwork involved, what is applicable and government entities (Lane County) are getting involved. Where is this decision coming from? I have asked multiple times about this decision and whether this was a Board decision and have not gotten an answer. The Food Court Committee would be more than happy to work with the Board or to continue to educate and share their experience.

*****Motion: Approve the Standards Committee Minutes from September 18: Bekah/Dani 7-0-0**

Sustainability Committee Report: October 9, 2024: Julia Garretson

October: Durable Plates in the Food Court will be tried by some food booths. A composter is still needed. No more plastic forks are to be used. Elise found some sustainable forks at LCFM.

*****Motion: Accept Sustainability minutes for October 9, 2024. Bekah/Jennifer 7-0-0**

Meeting synopsis by Nome: Due to time constraints the Board did not cover: the meeting recording policy, phasing out Credit Cards being taken by office in 2025, a member training in January, data collection at HM hours survey, HM booth reassignment procedure task force.

Added to agenda under New Business for December 4th BOD meeting: HM work task incentives, Park Block November double points.

December 4th, 2024 is the next board meeting at 4:15pm in Market office.

*****Motion: Adjourn the meeting. Maia/Bekah 7-0-0**

Executive Session: November 6, 2024

In Attendance: Nome May, Anna Lawrence, Doug Robertson, Maia Bowers, Bekah Zeimetz, Candice Westberg, Dani Marks Fife Ito,

By Zoom: Julia Garretson, Jennifer Hoberg, Miles Mabray, Agnieszka Alboszta

A final report from the Center for Dialogue and Resolution was presented to the Board. No motions were made.