

## **Board of Directors Meeting Minutes**

### **Wednesday, June 4th, 2025, 5:15-7:15 pm**

#### Attendance:

Board Members: Doug Robertson, Dani Marks Fife Ito, Maia Bowers, Lisa Todd, Kyle Reallon, Sue Theolass, Shellana Moller, Ram Shucart, and Haven Sunstrom

Members/ Guests: Chuck Roehrich, Eric Brown, Anne Fifefield, Michael Bertotti, Craig Butler, Jim Young, Lydia Fabian, Catherine Heising, Jessie Gustafson, Allison Guiliotis, Ash Robinson, Katie Swenson, Kimberly Gladen, Dara Robertson

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

Zoom: Teresa Pitzer, Anna Lawrence, Vince LaRochelle, Willy Gibboney, Julia Garretson, Chris White, Candace Westberg, Amanda Finegold, Jenna Vannest, Jennifer Hoberg, Nome May, Jacob Young, Silver Lee-Hutson, Tika Thomas, Richard Harnsongkram, Heather Robbins-Hinton, Casey Marks Fife Ito

#### Introductions and Announcements

We are using AI executive assistant Fathom notetaking software for this meeting.

#### Presentation: Eric Brown (Downtown Manager for the City of Eugene)

“North Butterfly Lot Request for Qualifications”

Downtown Core Housing Initiative: a counsel directed effort to bring more housing into the downtown core. Counsel has directed this work on downtown housing because it sits at the center of three of our community’s biggest challenges.

1. Downtown Vibrancy: struggles with a lack of investment, cleanliness and public safety issues, so Counsel has directed us to work to bring more positive activity.
2. Housing supply: In this housing crisis, lack of affordable housing, and lack of diversity in the housing supply, we are working hard to bring housing across the community including downtown
3. Climate Change: get more people living at the center of our community, where they have access to jobs, shops, services, all within walking distances or easy transit, we can reduce our per capita carbon emissions.

Downtown Core Housing Initiative (Made up of 3 components)

1. Downtown Fee Assistance: a program of the Urban Renewal Agency of the City of Eugene that uses renewal funds to cover the costs of government fees associated with new housing.
2. Accelerated MUPTE (Multi-Unit Property Tax Exemption): provides a ten-year property tax exemption on the added taxable value associated with new housing, with a fast turnaround for developers.

3. Property Acquisition/ Disposition: we the city can dispose of city owned property to support the housing development. In this case: the gravel parking lot north of the Farmer's Market

#### Project Goals:

1. High-Density, Mixed-Use Development: means generally commercial on the ground floor and residential above.
2. Active Ground Floor: Important that it has an active ground floor that embraces the Farmer's Market and extends the vibe of the Park Blocks across 8<sup>th</sup> Ave and down Oak Street.
3. Connectivity: Enhance pedestrian connectivity between the core of downtown and the Market District, leading to the Riverfront
4. Sense of Place & High-Quality Architecture: Frame the Park Blocks with a substantial, high-quality building that expresses character and a quality place to live.

#### Disposition Process

- Request for Qualifications→ Recommended Development team
- Proposed Development→ Proposed Deal Points

#### RFQ (Request For Quotation) Timeline

Launch RFQ (May 2025)→Responses Due (July 31<sup>st</sup>)→ Evaluation (August 2025)

*"It's about bringing people together in a public space"*

#### Q&A

1. Does this have any relation or interaction with the potential park blocks re-design?

Ans. No- the projects are on separate tracks.

2. What are you doing about the safety and cleanliness of downtown?

Ans. Public safety, cleanliness, economic development, getting people living downtown, they're all in response. The city does have a new rapid response team (for cleanliness) that incidents can be reported on your phone or on a computer and you can get a response within an hour.

3. Can we put an Eiffel tower on the top of the building?

#### Kareng Fund Art Bingo Announcement (Sue Theolass)

Thanks to all the Members who contributed/ donated their works to art bingo, all the people who came and the businesses that participated. We raised at least \$3000.00.

### Agenda Review/ Amend/ Approve

Add Dani Marks Fife Ito to Pressing Member Concerns (D. Robertson)

**\*\*\* Motion: Move to approve the amended agenda. (Maia/Lisa 8-0-0)**

- Add Sue Theolass to attendance.
- Under Pressing Concerns: Allison Guillotis offers written corrections.
- Under Pressing Member Concerns, Richard Harnsongkram offers written correction which the Board will review. Richard asks that his written statement be included in the minutes from this meeting if the Board does not approve his corrections.

**\*\*\*Motion: Move to approve the amended minutes for May 7<sup>th</sup>, 2025. (Dani/ Lisa 7-0-1 Dani abstains)**

### Board Education Minute (BEM): Maia Bowers

Acknowledge the other person's situation and feelings. (If you don't know what their situation or feelings are, you have to find out!)

- If the other person is upset and they start the conversation, try mirroring. Repeat back what they said, in your own words. They will often calm down, once they know you're listening.
- If you are upset, and you are starting the conversation, try saying "I notice [the thing that happened]. What's going on?" Give the other person a chance to tell you their perspective.

**\*\*\*Motion: Move to approve Wednesday May 7<sup>th</sup>, 2025, executive minutes. (Dani/ Haven 7-0-1 Shellana abstains)**

**\*\*\*Motion: Move to approve Wednesday May 14<sup>th</sup>, 2025, executive minutes. (Lisa/ Maia 7-0-1 Shellana abstains)**

### Appointment of Head Teller

**\*\*\*Motion: Move to appoint Allie Reilly as the new Head Teller. (Maia/ Sue 8-0-0)**

### Note taker Resignation: Anna Lawrence

### Treasurer Report: Kyle Reallon

- May 2025 expenses are inflated due to paycheck schedule. The decrease will be recaptured in June.
- Because the Eugene Saturday Market operates seasonally, a simple prorated budget does not accurately reflect the actual timing of revenues and expenses. Variability in seasonal activity

can lead to natural deviations from evenly distributed budget expectations.

- Expenses in 2025 and 2024 are higher than in 2022 and 2023, which reflects rising fixed costs, inflation, and our ongoing effort to provide livable wages for staff. Vendor fees have not increased during this time, so the Market has absorbed these costs.

**\*\*\*Motion: Move to approve the Treasurer's Report (Dani/ Maia 8-0-0)**

Administrative Report: Shannon Lee-Hutson, GM 6-4-25

- We are currently at 480 current members.
- Fountain, on the west Block, has been fixed for now (Has on or off speeds)
- Enforce the \$300.00 limit for owings? (not in the Member Handbook)
- We were able to add Dani Marks Fife Ito to the banks (US Bank & WaFD) as an authorized signer, however, there is an issue regarding this procedure of changing signers and titles. US Bank has tightened up some of their procedures and requires a different authorized signature.
- NBS contract is canceled (30 days)
- Partnered Solutions Contract is signed and we shall begin our engagement in June, 2025.
- The CPR/ AED/ First Aid certification is scheduled for June 9<sup>th</sup> for Staff members (\$1155.00)
- Staff completed a training session with Lane County Health and Human Services on drug overdose prevention and NARCAN administration.
- Sustainability Program increasing Durables with a Grant from City of Eugene Waste Management is completed and we will receive \$7482.89
- The P&P has been recently updated.
- There have been numerous delays in the Food Booth Selection Committee process, and I would like to move forward in filling the food court space F03 (permanent booth). At this time, I would not like to fill the F10 space with a 1 year only Member as it is now June and it is not a full Season, plus the Food Court could utilize the space until the return of Irie in SM2026.
- Halloween (October 25<sup>th</sup>) is the next scheduled street closure event. This event will be coordinated with the Downtown Halloween Celebration. Cultural Services will be closing East Broadway and having their spooky extravaganza. Need to collect more data from membership to see how street closures may affect the Market
- HM25 Map is on the website. Sonia has placed nearly all the Booth Holder of Record members into their appropriate spaces.
- HM25 schedule is rapidly approaching: Postcards scheduled to go out to Membership on June 13<sup>th</sup>, 2025. Booth Holder of Record (BHOR) postcards are due July 18<sup>th</sup>, 2025. Non BHOR postcards are due August 15<sup>th</sup>, 2025. Food Court Postcards and Contracts due September 6<sup>th</sup>, 2025.
- The Town Hall meeting on May 22<sup>nd</sup>, 2025, had almost 50 members in attendance. There were 37 questions asked and will be answered in a Town Hall newsletter coming out this month (June). We will also provide a summary of what was discussed at the meeting.
- There is a Protest March scheduled for 6/14/25, the *50501 Eugene No Kings March*. They

will gather in front of the Courthouse and then the march will begin at 12pm. They will not be marching through the Saturday Market. (I have a March itinerary if anyone has questions/ concerns)

- I have edited the "Who to Contact" Brochure regarding our Protesters from Roseberg. I have also had numerous idea proposals from members regarding solutions.
- \$30,000 CD at WaFD is maturing June 29<sup>th</sup>, 2025.
- May Stats: Averages Craft \$29.53/ Food Court \$138.21

Action required:

1. Add \$300.00 limit to member owings in Member Handbook
2. Secretary of State registration change- Add Shannon Lee-Hutson to the Secretary (Manager) registered signer.
3. Fill the Food Court Space F3 (permanent)
4. Approve the ESM Check Policy
5. Remove Veronica from Signer at the Banks
6. CD Matures June 29<sup>th</sup>, 2025

Check Policy: Eugene Saturday Market (May 2025)

Rules and procedures for accepting and handling checks as payment. The Eugene Saturday Market (ESM) accepts several forms of payment, cash, check, credit/debit, money order, ESM gift certificates. This document will address the policy regarding personal checks and business checks, any restrictions, and the consequences of a check being returned.

1. Acceptance of Checks:
  - ESM accepts personal checks, business checks as payment from its members in good standing. ESM does NOT accept third party checks.
  - (At this time) a photo ID should be required for personal checks. All checks should be printed with the current address and phone number.
  - ESM has the right to not accept checks from individuals who have previously returned checks or if fraud is suspected.
2. Check Handling:
  - Checks collected from Saturday envelopes will be deposited to the bank on the following Tuesday by one Manager and one support staff. Checks that are collected at the SM office during the week will be deposited at once-twice during the week, by the latest Friday. A Manager will prepare the checks: list them on a check ledger, stamp endorse the back of each check, fill out the deposit slip and then take to the bank for deposit.
  - If a check written by the Saturday Market is lost or damaged, the payee

must discuss the issue with a manager and request a new check be issued. The Manager will research the request (examine bank records to see that the check has not been cashed) and determine to reissue. If a check needs a stop payment issued the fees will be assessed to the payee.

- If a check written to the Saturday Market is returned for whatever reason, see Returned Check Policy below.

3. Returned Check Policy:

Example: (Include fee, time frame and action)

**"Eugene Saturday Market accepts personal checks for payment with a valid photo ID. If a check is returned by your financial institution, a \$35.00 fee will be added. Returned checks not paid within 30 days may be submitted to collections or small claims court. We will not accept checks from individuals who have previously had returned checks."**

4. Credit and Payment Options:

- Eugene Saturday Market (ESM) will not extend credit nor accept future checks from the individuals with (2) returned checks.
- Accepted forms of payment after an individual is no longer able to write a check to ESM are the following: Cash, Cashier's Check or Money Order for Saturday Market Season Booth Fees and debit/credit card for Holiday Market Season space fee.

**\*\*\*Motion: Move to accept the amended check policy to go into effect June 15<sup>th</sup>, 2025 after 2 notices in the newsletter. (Lisa/ Sue 8-0-0)**

**\*\*\*Motion: Move to add past due \$300.00 limit in the Member Handbook unless an arranged payment plans will allow you to continue to sell at Market and will go into effect June 15<sup>th</sup>, 2025. (Lisa/ Shellana 8-0-0)**

Table the Secretary of State registration until we can inquire with a legal representation.

**\*\*\*Motion: Move to remove Veronica as signer at WaFD Bank (Haven/ Sue 8-0-0)**

**\*\*\*Motion: Move to roll over CD in June 2025. (Sue/ Shellana 8-0-0)**

**\*\*\*Motion to accept the Administration Report. (Dani/ Maia 8-0-0)**

Advertising Report: Renee Thompson

- Successful Mother's Day Giveaway (Saturday May 10<sup>th</sup>, 2025): members donated 147 items making this Mother's Day Giveaway the largest on record.
- Successful Founder's Day Market (Saturday May 17<sup>th</sup>, 2025): gave away many zines and 36 free film instant picture souvenirs sharing some of our history with Members and customers alike.

- Volunteers are needed to distribute more promotional materials
- The Marketing Department is being negatively impacted by the loss of our Assistant Manager; please consider hiring soon.
- There is still a need for the Living Wage Task Force to conduct an analysis on wages and benefits, taking into consideration the effects of recent tariffs/ economic developments, up-to-date figures from the U.S. Bureau of Labor Statistics, comparative information of similar positions from the City of Eugene, the M.I.T. Living Wage Calculator and other relevant research.

**\*\*\*Motion: Move to approve the Advertising report. (Lisa/ Maia 8-0-0)**

Holiday Market Committee Report:

1. Pre-Paid HM fees
2. Keep the HM 2<sup>nd</sup> Info Booth
3. HM hours will remain the same for 2025, to be changed for 2026, More discussion on HM hours including more members not surveyed, the Food Court inequity
4. Selected the HM poster artist and design/ Guideline deadline and volunteers
5. Elf Game (1<sup>st</sup> two blocks: 2 weekends)

Member: [Kimberly Gladen], we need an accounting of costs related to changing the holiday market hours.

Member: [Catherine Heising], change is good, honor the votes of much of the membership.

Member: [Julia Garretson], As a member-led organization, the vote needs to be respected, and the membership needs to be heard. The vote feels like another instance in which the Saturday Market is not listening to its members.

Member: [Teresa Pitzer], many members will not be able to pre-pay HM, perhaps members can pay before selling.

Member: [Jessie Gustafson], need a better survey to include more members (667).

Member: [Vince LaRochelle], need to survey the rest of the membership that has not renewed their membership yet, but will before HM25.

Member: [Michael Bertotti], Our customers are smart and will adjust to a flexible time schedule. It would be more magical to not have set hours to come in when you want, like a treasure hunt for our patrons.

Member: [Jenna Vannest] Prepayment is reasonable with almost every other event.

Member: [Richard Harnsongkram] the Food Court Committee can make a recommendation to send to the Board.

Board Member: [Sue Theolass] Pay in full for HM should be advertised and discussed and put into action for 2026.

Board Member: [Kyle Reallon] Our advertising budget cannot absorb the changes necessary for increased costs due to change in hours this year.

**\*\*\*Motion: The Board commits to making the decision to change the Holiday Market hours for 2026 by April 2026. (Maia/Lisa 7-0-0) = Ram Shucart has left the meeting**

Table pre-payment for Holiday Market. Need more fact-finding information.

**\*\*\*Motion: Move to approve the amended minutes for the Holiday Market minutes from 4/25/25. (Lisa/ Maia 6-0-1 Shellana)**

#### Sustainability Committee Report

An apology from the Board (Dani) to Julia Garretson for not getting to the Sustainability Committee Report at the last Board meeting due to time restraints.

**\*\*\*Motion: Move to approve the amended minutes for Sustainability Committee minutes for 3/12/25 & 4/9/25. (Shellana/ Kyle 7-0-0)**

#### Standards Committee Report

**\*\*\*Motion: Move to approve the minutes for Standards Committee minutes for 3 months 2/19/25, 3/19/25 & 4/18/25. (Dani/ Shellana 6-0-1 Lisa)**

#### Personnel Committee Report

**\*\*\*Motion: Move to approve the personnel minutes for 5/15/25. (Maia/ Dani 7-0-0)**

#### Food Court Committee Report

Food Court Committee will continue the work and present suggestions of solutions and accurate map representation(s) at the July 2<sup>nd</sup> Board Meeting.

Goals:

- Create a map that is representative of actual location of booths



- Increase equity and safety for all booths in the food court
- Improve space for customer seating and those waiting in lines
- Improve access and flow for customers

Member: [Teresa Pitzer] Has been on the Food Booth Selection Committee previously and would recommend filling the food booth spaces. Site crew hears people talking about the scarcity of food booths.

Board Member: [Haven Sunstrom] Caution the Board to not recommend adding an increase on the food court member booth fees as not everyone knows about the straw polls taken in the FCC meetings.

Member: [Teresa Pitzer] The Food Booth Selection Committee is made up of the 2 Co-Chairs of Food Court and the 2 from Standards as well as the General Manager. They should make the recommendation to the Board, not the Food Court.

**\*\*\*Motion: Move to approve the Food Court Committee recommendation to leave the F10 & F03 booths vacant for the 2025 season. (Dani/ Lisa 6-0-1 Maia)**

The Food Court Committee recommendation making the Office Zoom recordings of meetings available to Committee members upon request goes against the current Board Policy of meeting recordings. Therefore, the FCC motion is not approved.

**\*\*\*Motion: Move to approve the amended Food Court Committee minutes from April 23<sup>rd</sup>, 2025. (Lisa/ Dani 6-0-0)**

#### Budget Committee Report

**\*\*\*Motion: Move to approve the Budget Committee minutes from 5/27/25. (Lisa/ Dani 7-0-0)**

Kyle leaves.

#### Pressing Member Concerns: Becca Clark, Dani Marks Fife Ito, & Michael Bertotti

**Becca Clark:** Wrote a letter discussing the hardships of booth fee increases (See attached).

**Dani Marks Fife Ito:** Wrote a letter to the Board (see attached) regarding the removal of Allison Guiliotis from the Board in April 2025. There is a lack of policy in our policies regarding a removed member running for the Board again so quickly. If the majority of the Directors believe that someone is unfit to be on the Board, as evidenced by a vote to remove that person, that decision should be supported and upheld by our policies, which it currently is not.

*"My hope is that the Board will consider adding a line to the aforementioned section in our policies and*

*procedures manual that addresses when a removed member may run again”*

Member: [Jenna Vannest] Being on the Board with Allison was incredibly stressful and is why Jenna had to quit. Jenna suggests that it is perfectly reasonable and wise to put a new policy into place effective immediately to perhaps make it so, when somebody is removed from the Board, they can't run for a few elections.

Member: [Allison Guiliotis] prepared written response (see attached).

*“This unjust system cannot continue. If a member of the Board or a member of the market is to be terminated, let the cause be stated prior to the termination and allow those whose rights are to be restricted to be given an opportunity to speak to the allegations and present any evidence to the contrary.”*

Board Member: [Dani Marks Fife Ito] Responds saying that part of the due process was removal in an open Board meeting at which Allison did get to speak for herself as did many members in support of her.

*“What folks did not hear were the members speaking for her removal, and we decided specifically to do that to avoid negatively speaking of a member and volunteer in a public forum.”*

Member: [Vince LaRochelle] This is a flawed process, and I am ashamed of the Board that did this.

Member: [Allison Guiliotis] Just to clarify, *“I am asking that if we are going to modify the policies to implement a system where it's for cause, that the clause is stated.”*

**Michael Bertotti:** Reads a poem The chair should step down as chair because of his candidate statement.

Member: [Jacob Young] Allison is an asset to the Market. Her mind is like a knife and it is unsettling and incredibly helpful to our long-term horizon. He goes on to support Allison.

Member: [Ash Robinson] Discusses that integrating into this group has been extremely challenging. States that the Board Chair chose to use their candidate statement as a smear campaign and that is not representative of the values of our community. Promotes Allison and suggests people should call her.

Member: [Kimberly Gladen] A 34-year member is concerned about the negative energy being spread throughout our Market and on the internet (FB Member page).

*“The Market I know is a very loving space where we help each other every weekend and where we have established neighborhoods.”*

Old Business

**\*\*\*Motion: Move to increase SM Booth Fees of FC booth and 8x8 by \$5.00 (\$20.00 total) and 4x4 by \$2.00 (\$10.00 total) effective June 28<sup>th</sup>, 2025. (Lisa/ Dani 4-2-0)**

Member: [Vince LaRochelle] Disagrees that the Budget Committee recommended this raise in booth fees (heard it through another member).

Member: [Allison Guiliotis] Should table this issue due to the late hour.

Board Member: [Dani Marks Fife Ito] This issue has been on the agenda and discussed for months. It is time to make a decision.

Member: [Michael Bertotti] Need membership input.

Member: [Teresa Pitzer] It is time to make the decision; membership has been discussing this for a long time.

Table the rest of the meeting

**\*\*\*Motion: Move to adjourn. (Shellana/ Haven 6-0-0)**