

**EASTERN MARKET COMMUNITY ADVISORY COMMITTEE
REGULAR MEETING
JANUARY 25, 2017**

MINUTES

Attendance: Mike Bowers (for Bill Glasgow); Chuck Burger, Vice Chair; Monte Edwards, Secretary; Tom Kuchenberg, Treasurer; Richard Layman; Susan Oursler; Jonathan Page; Erika Rubel; and Donna Scheeder, Chair, were present. Angie Brunson and Diane Hoskins arrived at 7:06 P.M.

The regular meeting of the Eastern Market Community Advisory Committee (EMCAC) was held on Wednesday, January 25, 2017, at 7:00 P.M., in the North Hall of Eastern Market. The Chair called the meeting to order at 7:04 P.M.

Mr. Edwards moved the adoption of the agenda. The agenda was adopted.

Mr. Edwards moved the approval of the November 30, 2016, regular meeting minutes. The minutes were approved.

Report of the Chair

The Chair highlighted the EMCAC regular meeting dates for the balance of 2017. In addition, the Chair noted the passing of Chad Glasgow as well as the son of Katrina Cuffey, Dominic. Following a moment of silence, EMCAC approved sending letters of support to the families by unanimous consent.

Report of the Subcommittee on Nominations, Credentials and Membership

Mr. Burger, Chair of the Nominations, Credentials and Membership Subcommittee, reported that the following two individuals met the qualifications to serve as the independent community member: Mr. Kuchenberg and Carl Reverts. Following a ballot vote, Mr. Burger announced the following election results and declared Mr. Kuchenberg elected as the independent community member:

- Total votes – 11
- Votes for Mr. Kuchenberg – 9
- Votes for Mr. Reverts – 2

Report of the Market Manager

Barry Margeson provided a written report of the Market Manager, which is attached to these minutes. Mr. Margeson agreed to: provide the Chair the timeline for Eastern Market's appraiser's report to the Chair; permit EMCAC to comment on appraiser's report; provide rentable square footage figure; and investigate the use of no-charge parking meters for the alley parking spots.

Report of the Executive Committee

The Chair reported on the following topics.

Bylaws: The bylaws are expected to be updated prior to the February meeting.

Proposal for a Market at RFK Site: Mr. Burger moved that EMCAC send a letter to DC Events with information regarding Eastern Market. The motion was adopted.

Rules for Recognition and Participation: Mr. Burger moved the approval of the Rules for Recognition and Participation. After debate and amendment, the rules were adopted. The rules are attached to these minutes.

Organizations Represented on EMCAC: The Vice Chair will seek legal guidance on this matter.

Subcommittee Appointments: An announcement soliciting individuals interested in serving on the subcommittees will be distributed by the Chair.

Report of the Subcommittee on Capital Improvements

Mr. Reeverts reported on the opportunity to apply for the Department of Environment's green building grant. Mr. Burger moved that EMCAC is willing to cooperate with and support any grantee that would like to use Eastern Market as a case study. The motion was adopted.

Hine Update

Mr. Page reported that: the C Street sidewalk has reopened; nine North Building residential unit move-ins have occurred; all but four North Building residential units are rented; North Building retail move-ins are anticipated for May, at the earliest; Plaza Building masonry is substantially complete; Eighth Street Building masonry will start imminently and continue into the spring; precast deliveries for South Building's Pennsylvania Avenue façade are nearly complete; and no utility disruptions are planned.

Report of the Subcommittee on Application Advisory Review

Ms. Rubel, Chair of the Application Advisory Review Subcommittee, reported that two applications were received in December and the Subcommittee expects more applications prior to spring.

Community Comments & Concerns

Phil Loomis commented on developmental aspects of children using North Hall.

Joe Snyder commented on public notice for the election of the independent community member, representation of certain community organizations, and term limits.

Ellen Opper-Weiner commented on the opportunity of a member of the public to join EMCAC's distribution list by supplying an e-mail address to the Secretary.

The meeting adjourned at 9:05 P.M.

Monte Edwards, Secretary



Eastern Market Manager’s Report to the EMCAC

January 25, 2017

Finances

Revenues for First Quarter FY17:

	October	November	December	Total
APPLICATION FEE REVENUE (OUTDOOR VENDOR)	140.00	240.00	(30.00)	350.00
ATM LEASE PAYMENTS	5,961.78	6,369.66		12,331.44
SECURITY DEPOSIT FLEA MARKET 7TH STREET	4,000.00	2,000.00	6,000.00	12,000.00
NORTH HALL REVENUE	45,030.00	12,960.00	35,660.00	93,650.00
OUTDOOR VENDOR REVENUE	33,238.00	32,809.00	28,251.00	94,298.00
SOUTH HALL REVENUE	15,546.87	17,081.11	19,221.83	51,849.81
	103,276.16	70,793.52	89,167.83	263,237.51

Leases

The form lease was sent out to the merchants. As we shared with the merchants, DC Code § 37-107 (a)(2) states that “Rents or other financial arrangements shall reflect fair market rents and practices ...” To comply with the law, DGS has put out a request for the services of an independent licensed real estate appraiser to provide DGS with rent rates that are consistent with this requirement. We have received bids back and will review them this week.

Marketing

Culinary Education Crawl: In conjunction with the new Eastern Market Main Street, Market Poultry will be doing an educational session on deboning chicken on Saturday from 1-2pm in the North Hall. This is the description of the program:

Deboning Poultry and Preparing Birds for the Table

Saturday, January 28 from 1pm-2:00pm: Mel Inman, owner of Eastern Market’s Market Poultry, will teach the fundamentals of deboning poultry. He will introduce you to knife safety, and technique, including several tips of his own for clean, safe, and efficient deboning. His wife, Beverly Inman, will present several fast, fool-proof poultry recipes that will delight guests.

Holiday Celebration: The holiday celebration this year built on last year’s. Thanks to the hard work of the Marketing Committee, Dominiqua Eldridge, our graphic designer, and Hallie Angelo, our fantastic intern, we have a lot planned for this holiday season. Here goes:

- Each Sunday after Thanksgiving and leading up to Christmas, we had activities and music in the North Hall. Activities included story-time, music, cookie decorating, crafts, ornament making;
- Holiday lights: We will have more holiday lights this year than ever before. All of the poles will be wrapped with rope lights and the garland will be lit with 1000's of these new small, bright LED bulbs;
- All of the east side ocular windows had wreathes;
- The week before Christmas was open for vending under the south Farmer's line shed, against the building wall, and in the North Hall Plaza.
- We advertised all of the events in the following manner:
 - Hill Rag – ¼ page ad
 - Starting on December 5, we will be doing the following WMATA advertising:
 - Five Metrorail Diorama Displays
 - 20 Metrobus Queen-Size Displays
 - 200 Metrobus Interior Bus Card Displays
 - Facebook
 - Instagram
 - Posters with event information that was hung up as many places as we could;
 - Postcards with event information that were distributed as many places as we could.
- We continue to try to put up speakers for music and wireless technology is almost where we want it. Not quite though. Because of the firewalls within the DC government wifi, we were not able to do it this year.

Fresh Tuesdays

Post Christmas/Pre Spring Slowdown. Second Rising Bakery, Peachy Family Dairy, Groff's Content Farm and the Farm Bus are still coming out.

Merchants and Vendors

New Policies and Procedures for the North Hall: We updated the Policies and Procedures for Vending in the North Hall. So far, we have gotten about 20 of these back from vendors who would like to vend in the North Hall.

Operations

- Garbage Hauler: We've had some issues with our new garbage company and we are working through them.
- 7th Street Safety: We are having a security assessment done of the 7th Street Weekend Market.

North Hall

Community hours in the North Hall:

Steady community use of 250 - 270 hrs/mo.

Fri Nov 4, 2016		
	5pm	Fun-Raiser for Brent
Sat Nov 5, 2016		
	5pm	Tango
Mon Nov 7, 2016		
	8am	DC Board of Elections General Election Set-up
Tue Nov 8, 2016		
	6am	DC Board of Elections General Election
Wed Nov 9, 2016		
	8am	DC Board of Elections General Election Tear-down
Thu Nov 10, 2016		
	10:30am	Boogie Babes
	5pm	Tango
Fri Nov 11, 2016		
	5pm	OKSS Barn Dance
Sat Nov 12, 2016		
	3pm	Cleveland - Larsen Wedding
Sun Nov 13, 2016		
	12am	Cleveland - Larsen Wedding
Tue Nov 15, 2016		
	9am	Monster Mash Pumpkin Bash
Thu Nov 17, 2016		
	10:30am	Boogie Babes
	5pm	Tango
Sat Nov 19, 2016		
	2pm	Erin & Alex's Wedding
Sun Nov 27, 2016		
	9am	Holiday Celebration
Wed Nov 30, 2016		
	9:30am	Stroller Strides/Stroller
	7pm	EMCAC
Thu Dec 1, 2016		
	10:30am	Boogie Babes
	12pm	Scalise Leadership Fund
Fri Dec 2, 2016		
	9:30am	Stroller Strides/Stroller Barre
	2pm	Unity Healthcare, Inc Annual Benefit Reception
Sat Dec 3, 2016		
	5pm	Tango
Sun Dec 4, 2016		
	12am	Tango
	9am	Holiday Celebration
Tue Dec 6, 2016		
	8am	WSWA Holiday Party
Wed Dec 7, 2016		
	9:30am	Stroller Strides/Stroller Barre
Thu Dec 8, 2016		
	10:30am	Boogie Babes
	5pm	Tango
Fri Dec 9, 2016		
	9:30am	Stroller Strides/Stroller Barre
Sat Dec 10, 2016		
	5pm	Young/Lipton
Sun Dec 11, 2016		
	9am	Holiday Celebration
Wed Dec 14, 2016		
	9:30am	Stroller Strides/Stroller Barre
Thu Dec 15, 2016		

	10:30am	Boogie Babes
	5pm	Tango
Fri Dec 16, 2016		
	9:30am	Stroller Strides/Stroller Barre
Sun Dec 18, 2016		
	9am	Holiday Celebration
Wed Dec 21, 2016		
	9:30am	Stroller Strides/Stroller Barre
Thu Dec 22, 2016		
	5pm	Tango
Thu Dec 29, 2016		
	5pm	Tango
Wed Jan 4, 2017		
	9:30am	Stroller Strides/Stroller
Thu Jan 5, 2017		
	10:30am	Boogie Babes
	5pm	Tango
Fri Jan 6, 2017		
	9:30am	Stroller Strides/Stroller Barre
Sat Jan 7, 2017		
	5pm	Tango
Wed Jan 11, 2017		
	9:30am	Stroller Strides/Stroller Barre
	10:30am	Boogie Babes
	5pm	Tango
Fri Jan 13, 2017		
	9:30am	Stroller Strides/Stroller Barre
Sat Jan 14, 2017		
	2pm	Ryne & Mae's Wedding Reception
Tue Jan 17, 2017		
	4pm	EMCAC Executive Committee
Wed Jan 18, 2017		
	9:30am	Stroller Strides/Stroller Barre
Thu Jan 19, 2017		
	10:30am	Boogie Babes
	5pm	Tango
Wed Jan 25, 2017		
	9:30am	Stroller Strides/Stroller Barre
	7pm	EMCAC
Thu Jan 26, 2017		
	10:30am	Boogie Babes
	5pm	Tango
Fri Jan 27, 2017		
	9:30am	Stroller Strides/Stroller Barre
Sat Jan 28, 2017		
	12pm	Culinary Crawl (Market Poultry - Mel)
Mon Jan 30, 2017		
	10am	Merchants' Safety Training



North Hall Vending Policies and Procedures

Eastern Market is an outdoor market. However, indoor vending in the North Hall is permitted as a privilege under certain circumstances. All vendors who vend in the North Hall must sign this document as acknowledgement of the terms and conditions regarding vending in the North Hall and to evidence their agreement to follow the policies and procedures below:

1. The North Hall may be available for vending when the temperature is colder than 32 degrees or hotter than 97 degrees, winds reach 15 mph or more, or there is at least a 90% chance of rain;
2. When the North Hall is available for vending, all permitted Eastern Market non-food vendors who have signed this document will have the opportunity to make a request to vend as set forth below (regardless of seniority);
3. The fee for vending in the North Hall is \$60 per day;
4. Based on weather forecasts, the Weekend Market Manager may send out an email the day before the North Hall will be open for vending. Otherwise, she may make a decision on the day of. She will NOT send out an email if the North Hall will not be open. To be fair to all vendors, up until the time that she sends out her email (if an email goes out), she will not respond to questions regarding whether the North Hall will be available for vending. Vendors shall not ask (by email, text, phone, or face to face) for status requests on the availability of the North Hall for vending;
5. The Weekend Market Manager will only email vendors at their primary email address on file;
6. A vendor may not reserve a spot for another person. Only for himself/herself;
7. The Weekend Market Manager will assign spaces on the day of vending. She makes decisions based on how the market will look and feel for the customers. The Weekend Market Manager will rotate vendor locations regularly to help maintain customer interest. Vendors shall not make location requests of the Weekend Market Manager;
8. There are a few people who have the opportunity to vend without sending back an email notification. These are our senior citizens, due to health issues and lack of accessibility to email;
9. Once the Weekend Market Manager has received emails from 20 vendors, she will send an email out to everyone saying that there are no more spaces available;
10. Vendors may not bring any belongings into the hall before you are assigned a space;
11. All vendors must stay within the space that has been assigned by the Weekend Market Manager;
12. Vendors must always leave the North Hall by 5pm. Some days, vendors may need to leave the hall earlier;
13. There is music in the North Hall. The Weekend Market Manager determines the level of the music based on what is appropriate to her considering that the North Hall is being used for sales and transacting business. Vendors shall not make volume or any other music requests of the Weekend Market Manager;

Enforcement:

Vendors will be required to adhere strictly to these rules. As per the "Eastern Market Act," if a Vendor breaks any rule in the North Hall Vending Policies and Procedures, he or she will receive a written Market Violation Notice. If a vendor receives a Market Violation Notice for any reason, he or she will lose the privilege to vend in the North Hall for a 12-month period. If the Vendor receives three (3) Market Violation Notices in any 12-month period, the Vendor's participation in the Market shall be automatically cancelled, and no Vendor fees will be refunded.

I would like to be considered for vending opportunities in the North Hall and I acknowledge the terms and conditions set forth above regarding the same and, agree to the process, rules, and enforcement above.

Vendor Name

Vendor Business Name

Date