

**EASTERN MARKET COMMUNITY ADVISORY COMMITTEE
REGULAR MEETING
JULY 29, 2020**

MINUTES

Attendance: Chuck Burger, Vice Chair; Nikki Dean; Bill Glasgow; Tom Kuchenberg; Anita Jefferson; Jonathan Page; Donna Scheeder, Chair; and Jerry Sroufe were present. Monte Edwards, Secretary, arrived after the meeting began.

The regular meeting of the Eastern Market Community Advisory Committee (EMCAC) was held on Wednesday, July 29, 2020, at 7:00 P.M., via Zoom. The Chair called the meeting to order at 7:03 P.M.

Adoption of the Agenda

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

Approval of the Minutes

By unanimous consent, the February 26, 2020, regular meeting minutes were postponed to the next regular meeting.

Report of the Chair

The Chair highlighted the dates of the next three EMCAC regular meeting dates.

Report of the Market Manager

Barry Margeson presented a written report of the Market Manager, which is attached to these minutes. Mr. Margeson agreed to investigate whether additional staff needed for compliance with COVID regulations or losses to Eastern Market, such as for rent abatement, could qualify for District COVID funds.

Report of the Capital Improvements Subcommittee

Mr. Edwards, Chair of the Capital Improvements Subcommittee, reported, with respect to the HVAC system, there now is a separate scope of work for design, and there will be a separate scope of work for build. Additionally, he reported the estimate for all the brownstone work is in range of \$400,000 to \$500,000 and he is working with Mr. Margeson and the contractor to identify emergency repairs within the \$250,000 of appropriated funds.

Update on the Strategic Plan

The Chair reported EMCAC members were asked to provide expert feedback on a draft report on the strategic plan. Scott Betz, the strategic plan project manager at architrave, p.c., scheduled a meeting via Zoom for next Friday with EMCAC members to discuss the results of the feedback and next steps, including the public reviewing the draft report.

Report of the Tenants Council

Ms. Jefferson stated the Tenants Council has not met and, therefore, has no report.

Eastern Market Metro Park Project Update

The Chair reported the playground is mostly open and looks terrific, the next phase of the project involves the parcel with the Metro station, the Washington Metropolitan Area Transit Authority is considering moving and replacing the bike racks and lockers, a public art feature by a local artist and effective signage is planned, and the pavilion is designed.

Eastern Market Main Street Update

Charles McCaffrey, Executive Director of Eastern Market Main Street (EMMS), reported the Office of the Mayor contacted the city's Main Streets and Business Improvement Districts to distribute personal protective equipment (PPE) to local businesses, EMMS worked with the Department of General Services and Eastern Market to distribute 25 pallets of PPE to 220 businesses in the North Hall, EMMS moved its events online, and he is available to consult with businesses seeking assistance with financial needs.

Adjournment

The meeting adjourned at 8:24 P.M.

Monte Edwards, Secretary



Eastern Market Manager's Report to the EMCAC

July 29, 2020

Finances

FY20	Q1	Q2
Income	Actuals	Actuals
South Hall Rent	\$ 60,013	\$ 62,236
Exhibitors & Farmers Line	\$ 87,852	\$ 34,374
North Hall	\$ 72,502	\$ 74,645
Application and Event Fees	\$ 315	\$ 900
Flea Market	\$ 6,100	\$ 3,050
ATM	\$ 3,982	\$ 5,665
Total Income	\$ 230,764	\$ 180,871

	Q-1	Q-2	Q-3
Revenue	230,764.25	180,870.65	36,678.10
Expenditures	157,734.20	220,912.21	191,923.15
Variance Over (Under)	73,030.05	(40,041.56)	(155,245.05)

Timeline:

Saturday and Sunday, April 11, 12 – Outdoor markets closed for 2 days

Tuesday, April 14 - Farmers' Market reopens with waiver. Nonfood markets remain closed.

Thursday, April 23 – Plexiglass installed in all stands

Sunday, April 27 - Eastern Market closed for 1 day

Tuesday, April 29 – Eastern Market reopens

Saturday, June 27 - Outdoor non-food market opens as part of farmers' market waiver.

Currently, we are operating with 55 vendors on Saturdays and 38 vendors on Sundays. This is in comparison to a maximum number of 165 on Saturdays and 132 on Sundays when we are able to utilize our entire space.

Lost space includes:

- 10 ft gap in between each tent
- The Rumsey Plaza with 16 spaces in normal times

Customer Counts: Average by day/market: June 2 – July 25	
Indoor:	696

Indoor weekdays:	479
Indoor weekends:	964
Tues Farmers Market	353
Sat Farmers' Market:	1069
Sun Farmers' Market	1033
Sat 200 Block:	1359
Sun 200 Block:	847
Sat 300 Block:	1066

Rent Abatements: Some merchants and farmers were provided rent abatement during the months of April-June. Currently, no rent abatement is being provided to any Eastern Market businesses.

Expenses not incurred by EM or DGS

Two weeks of contract work from Temp employees from April 29-May 14

Supplies including walkie talkies, traffic cones and bars, vests, etc: \$5,989.79

Plexiglass for merchants: Cost not available currently

MOU:

\$5,000 of FY19 and FY20 funds can be reimbursed since the legislation makes these funds available without regard to fiscal year: "Subject to authorization in an approved budget and financial plan, any funds appropriated in the Fund shall be continually available without regard to fiscal year limitation." Pursuant to the legislation, \$5K can be reimbursed. EMCAC cannot be reimbursed for the full FY19 and FY20 expenses. Expenses submitted prior to the legislation cannot be reimbursed

Leases

We are waiting for the release of the Strategic Plan for guidance on lease terms.

Operations

Our outdoor markets are half the size of what they are typically. We have a total of:

Marketspread:

We have implemented a new vendor management software program called Marketspread. It is, by far, the best of the vendor management software programs out there. So far we are using it to:

- [Make maps](#)
- [Assign vendor spaces](#)
- [Track vendor attendance](#)
- Give vendors the opportunity to link from their [Marketspread profiles](#) to their online shopping carts

HVAC:

EMCAC has worked closely with the construction team on the HVAC project.

Farmers:

The Saturday and Sunday markets are currently full with food sellers

Parking:

The back alley is being monitored on weekends and cars are being ticketed when they overstay. There is no funding currently for customer validated tickets. A steady number of weekend vendors use the 700 Penn validated spaces.

Marketing

We continue social media at a more measured pace. We have a steady stream of customers each day of the week. And all customers shop.

Thank you's

- Donna Scheeder for giving all of us a bit of a break from the EMCAC meetings – and then kicking them off again!
- The Eastern Market Management Team who politely tells customers, vendors, merchants – everybody who sets foot in one of our markets – politely and firmly every hour of every day, over and over again, “Could you please put on your mask?” and “Thank you so much!”
- Charles McCaffrey of EMMS for regular updates on small business initiatives, for the PPE, and the great posts;
- Mike Bowers for his constant flow of great ideas (including his new idea for the exit 😊)
- The Strategic Planning team for their very thorough and insightful draft report, which will be final by the end of September.

Recent posts:



Liked by [moroccansaffron](#) and 45 others

easternmarket_dc Our indoor market runs Tuesday to Sunday from 9am to 5pm. Our outdoor markets run Tuesday 12pm to 4pm, and weekends from 9am to 3pm.

Please continue to social distance and wear a mask while shopping with us. We appreciate all of your patience and your business.

Learn more about Eastern Market, merchants, and vendors at:

W:<https://easternmarket-dc.org>

#easternmarket_dc #farmersmarket #wereallinthisogether #capitolhill #shopdc



Liked by [mannmadejewelry](#) and 150 others

easternmarket_dc Help us welcome back one of our beloved food vendors, El Piquin. They have a wide selection of burritos and other Mexican food. You can find them grilling right outside of North Hall every Tuesday and Sunday from 9:00am to 3:00pm.

"Help support Eastern Market vendors as they navigate this difficult period. Check out their vendor profiles at <https://easternmarket-dc.org/our-outdoor-vendors/>

#easternmarket_dc #farmersmarket #ElPiquin #burritos #mexicanfood



Liked by [thehillishome](#) and 25 others

easternmarket_dc Come celebrate National Macaroni and Cheese day with us at Eastern Market's Fresh Tuesday! Bower's Fancy Dairy provides a variety of select cheeses to make your signature mac & cheese dish a memorable one for the ones lucky enough to get a bite of its cheesy goodness! #macandcheese #nationalmacandcheeseday #Bowersdairyproducts #thehill #capitolfoodies #freshtuesday #farmersmarket #dcfarmersmarket #easternmarket_dc @bowers.cheese





Eastern Market Main Street:

Other than regular Social Media Posts and newsletters, the Eastern Market Main Street just launched [Virtual Scavenger Hunt](#), which of course, includes Eastern Market, and a Dog Days of Summer Virtual Sidewalk Sale!