

**EASTERN MARKET COMMUNITY ADVISORY COMMITTEE
REGULAR MEETING
OCTOBER 27, 2021**

MINUTES

Attendance: Chuck Burger, Vice Chair; Tom Kuchenberg, Treasurer; Susan Oursler; Donna Scheeder, Chair; and Jerry Sroufe were present. Anita Jefferson joined after the meeting began.

The regular meeting of the Eastern Market Community Advisory Committee (EMCAC) was held on Wednesday, October 27, 2021, at 7:00 P.M., via Zoom. The Chair called the meeting to order at 7:04 P.M.

Approval of the Minutes

Mr. Kuchenberg moved that the September 29, 2021, regular meeting minutes be approved. The minutes were approved.

Report of the Chair

The Chair announced a special meeting to consider budget recommendations to the Department of General Services on Wednesday, November 5, 2021.

Report of the Market Manager

Market Manager Barry Margeson presented a written report of the Market Manager, which is attached to these minutes. Mr. Margeson also demonstrated features of Marketspread, an online market and event management platform. He noted that members of EMCAC could access Marketspread through the link on the Eastern Market website. He agreed to provide a list of security resources available to Eastern Market and develop written guidance for merchants and vendors for contacting police.

Report of the Tenants Council

Ms. Jefferson, Chair of the Tenants Council, reported that the Tenants Council met with Mr. Margeson and submitted comments on Attachment A, the Eastern Market Vendor Agreement. She noted that the Tenants Council has not yet seen a permit for review.

Community Comments and Concerns

Mses. Oursler and Jefferson commented on the dispute resolution process with the DGS ombudsman.

Commissioner Sroufe commented on the buskers policy and inquired about how buskers were handled in the past.

Adjournment

The meeting adjourned at 8:31 P.M.

Tom Kuchenberg, Secretary Pro Tem



Eastern Market Manager's Report to the EMCAC

October 27, 2021

Eastern Market Finances:

Revenues – Actuals:

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Grand Total
SOUTH HALL	\$ 10,760	\$ 2,227	\$ 41,909	\$ 11,085	\$ 15,192	\$ 18,157	\$ 19,013	\$ 19,824	\$ 21,041	\$ 21,045	\$ 21,047	\$ 22,545	\$ 223,844
NORTH HALL	\$ -		\$ 4,860	\$ (4,860)	\$ -		\$ 7,978	\$ (5,975)	\$ 2,460	\$ 5,350	\$ 8,393	\$ 10,835	\$ 29,040
ATM		\$ 925	\$ 993	\$ 841			\$ 1,540	\$ 835	\$ 879	\$ 983	\$ 1,150	\$ 1,367	\$ 9,514
FLEA MARKET		\$ 1,525	\$ 1,525			\$ 1,525	\$ 1,525	\$ 1,525	\$ 6,100		\$ 3,050	\$ 3,050	\$ 19,825
OUTDOOR VENDORS	\$ 13,778	\$ 14,282	\$ 12,182	\$ 5,866	\$ 3,259	\$ 12,192	\$ 16,681	\$ 18,226	\$ 13,841	\$ 12,611	\$ 10,642	\$ 13,470	\$ 147,030
WEEKEND FARMERS	\$ 2,184	\$ 3,096	\$ 3,600	\$ 2,124	\$ 590	\$ 1,674	\$ 1,929	\$ 2,284	\$ 6,208	\$ 10,285	\$ 9,493	\$ 8,309	\$ 51,776
300 BLOCK	\$ 7,604	\$ 6,140	\$ 3,360	\$ 555	\$ 140	\$ 4,648	\$ 7,136	\$ 7,138	\$ 7,300	\$ 8,910	\$ 6,672	\$ 6,880	\$ 66,483
TUESDAY FARMERS	\$ 308	\$ 176	\$ 316	\$ 80	\$ 296	\$ 88	\$ 88	\$ 313	\$ 198	\$ 264	\$ 258	\$ 56	\$ 2,441
APPLICATION FEE	\$ 175	\$ 105	\$ 35					\$ -					\$ 315
Grand Total	\$34,810	\$28,477	\$68,779	\$15,691	\$19,477	\$38,284	\$55,889	\$44,170	\$58,027	\$59,448	\$60,704	\$66,512	\$ 550,268
													+ Subsidy (DC Appropriation) \$ 200,000
													+ Fed Covid Reimbursements \$ 96,640
													+ Local fund payment for 1 FTE \$ 120,478
													Total \$ 967,385

Expenses – Projected:

Expenses	
Operating Expenses	
Extermination	\$ 12,027.00
Interior Cleaning/porter (standard)	\$ 188,469.25
Interior Cleaning/porter (special events)	\$ 8,849.63
Snow Removal	\$ 6,375.00
Treasury Dep't Rent collection	\$ 10,013.32
Temp Support (Weekend, Cashier, North Hall)	\$ 40,031.81
EMCAC	\$ 4,781.25
Sewage Ejection Pit	
HVAC	\$ 17,000.00
Marketing	\$ 1,482.46
Repairs and Maintenance	\$ 29,996.50
Office Support	\$ 10,485.85
Trash	\$ 24,480.00
Electric	\$ 69,210.47
Water	\$ 46,967.69
Gas	\$ 13,156.27
Total Operating Expenses	\$ 487,093.90
Administrative Expenses	
Admin paid from Eastern Market Fund: 3FTE's	\$ 346,042.97
FTE Paid out of Local Budget	\$ 120,477.75
Total Expenses	\$ 953,614.62

Projected Net Surplus: \$967,385 - \$953,614 = \$13,771

Leases

We continue negotiations with one of our long-time merchants. This is moving forward with regular proposals, discussions, and decisions. We will be reapproaching their counsel to restart negotiation.

Operations:

Outdoor Market:

Over the past month, we've visited a pumpkin farmer who an old vendor, William Peachy, put us in touch with. He came out three times (as planned) and sold some of the most beautiful, huge pumpkins you've ever seen. We also went to visit a farmer, Hunter Haynes, who's been coming to the market for about 5 years now.

Indoor Market:

COVID protocols are unchanged.

North Hall:

Nicole will be on maternity leave in a few short days! Katrina and I will both be working on implementing the North Hall events and responding to inquiries.

Halloween takes place on Friday. More details of events are at the bottom of the email

Security Update:

Both Saturday and Sunday load-outs are now working well. Regardless, we will continue to improve. I just sent out an email regarding morning set-up, the goal being that we have more consistency in the timing of the street opening and closing.

Last week, at a meeting with the MPD 1D Commander, we were informed that soliciting is not permitted inside the market ever (or outside the market on Saturdays and Sundays in space that is under our control). We will work with them to enforce.

Music:

The updated (proposed edits) Vending and Soliciting document will be sent tomorrow.

Marketspread:

No progress currently with Marketspread payments (Marketspread is our vendor management software).

Signage:

Signage program is complete. We will now get the SOW to Contracting and Procurement so that we can begin that next stage of the process.

HVAC:

The HVAC contractors have completed the first draft of the analysis report of the contract and will present tomorrow.

Parking:

Continued strong usage of the 700Penn parking garage.

Strategic Plan

In discussions. On November 1, we'll be posting an update on the progress that we've made on the more immediate revenue generating items from the strategic plan.

Marketing

We've been doing regular posts over the past month with some contributions from vendors, which has been great. Claire from Billie Claire Handmade, especially. 67,493 impressions. 67,866 September. We just went over 9,000 followers: 9,050.

We are the winner of City Paper's Best of DC 2021 for Best Food Market (#1) and Best Shopping Center (#1). Eastern Market Main Street, btw, is the Best Main Street (#1).

Met with Eastern Market Promotions Committee today and discussed music and decorations.

Eastern Market Main Street

Charles McCaffrey, who has been an excellent Executive Director for the Main Street has resigned. This is a big loss and we'll miss him.

Thank you's

- We'd like to thank the Tenant's Council for all the hard work they put into proposed revisions to our proposed revisions to the Vendor Agreement. Anita worked individually with each member of the Tenant's Council and interested parties to compile a very helpful set of proposed edits and comments. Then we spent about 2 hours going through the document together reviewing the comments and debating. It was truly a significant amount of work and we appreciate it.
- Thanks to Claire Vendetti who has done four posts since our meeting in September. Her casual, engaging style has rubbed off on us a little bit and we've had more comments than ever before. Also thanks to Sola Ope who bought and passed around birthday cards for Bunk Knopp of Knopp Farms (70 yrs!), and then got a photo of the two of them so I could make a birthday post.
- Thanks to Diverse Markets Management, which has been financing a musician on the corner of 7th and C in front of Radici and thereby ensuring that good, upbeat music from a professional musician is taking place each weekend.

FY21:

Name	Date	Day
2020 Presidential General Election Set-up	11/2/2020	Monday
Election Day	11/3/2020	Tuesday
2020 Presidential General Election Tear Down	11/4/2020	Wednesday
Film Production - <u>Rabiye</u>	4/13/2021	Tuesday
Summer Community Group	7/6/2021	Tuesday
Summer Community Group	7/13/2021	Tuesday
Aerobic Fitness - July 2021	7/16/2021	Friday
Summer Community Group	7/20/2021	Tuesday
Aerobic Fitness	7/21/2021	Wednesday
"Don't Look Up" Filming	7/21/2021	Wednesday
Aerobic Fitness	7/23/2021	Friday
Summer Community Group	7/27/2021	Tuesday
Aerobic Fitness	7/28/2021	Wednesday
Aerobic Fitness	7/30/2021	Friday
Aerobic Fitness - August 2021	8/4/2021	Wednesday
Aerobic Fitness	8/6/2021	Friday
Aerobic Fitness	8/11/2021	Wednesday
Aerobic Fitness	8/13/2021	Friday
Duval-Stanecki Wedding	8/14/2021	Saturday
Aerobic Fitness	8/18/2021	Wednesday
Aerobic Fitness	8/20/2021	Friday
Market Week 2021 Events - The Great Zucchini Show	8/26/2021	Thursday
Movie Night (Double Feature)	8/27/2021	Friday
Aerobic Fitness	9/8/2021	Wednesday
Emily Stover DeRocco Celebration of Life	9/10/2021	Friday
Talley-Meadows Wedding	9/11/2021	Saturday
Aerobic Fitness	9/15/2021	Wednesday
Aerobic Fitness	9/17/2021	Friday
Dining with Duchenne	9/22/2021	Wednesday
Aerobic Fitness	9/24/2021	Friday
African-American Veterans Roses and Rose' Soiree	9/26/2021	Sunday

FY22

<u>Name</u>	<u>Date</u>	<u>Day</u>
Orchard-Seider Wedding (Reschedule)	10/8/2021	Friday
Establishing Roots	10/13/2021	Wednesday
Boswell/Miller Wedding	10/16/2021	Saturday
Brew Across America	10/20/2021	Wednesday
Devour by WARR Dance Co.	10/22/2021	Friday
COWPIE	10/23/2021	Saturday
Passion City Church Community Group	10/26/2021	Tuesday
Congressional Women's Softball Game Reception	10/27/2021	Wednesday
CHRS House Expo	10/30/2021	Saturday
Pumpkin Bash	11/3/2021	Wednesday
<u>ClearPath</u> Holiday Party	12/2/2021	Thursday
Maury at the Market	3/19/2022	Saturday
Basis DC Public School Auction and Gala Community Fundraiser	4/2/2022	Saturday
DMDC21 Affiliate Night Dinner	5/12/2022	Thursday
DC Firefighters Burn Foundation Spring Benefit/Gala (Night at the Market)	5/14/2022	Saturday
*Center Stage Welcome Back	9/20/2022	Tuesday

Anticipated Revenues: \$ 61,680