

**EASTERN MARKET COMMUNITY ADVISORY COMMITTEE
REGULAR MEETING
OCTOBER 30, 2024**

MINUTES

Attendance: Mike Bowers (for Bill Glasgow); Nikki Dean Brown; Chuck Burger, Chair; Steve Hagedorn; Anita Jefferson; Jackie Krieger, Vice Chair; Brian Pate; and Jerry Sroufe. Susan Oursler, Treasurer, arrived after the meeting began.

The regular meeting of the Eastern Market Community Advisory Committee (EMCAC) was held on Wednesday, October 30, 2024, at 7:00 P.M., in person in the North Hall and via Zoom. The Chair called the meeting to order at 7:01 P.M.

Adoption of the Agenda

The agenda was adopted as distributed.

Report of the Treasurer

The Chair reported no activity other than a small accrual of interest.

Report of the Chair

The Chair reported on the following matters.

- Bollards: The Executive Committee met with a group of city agency representatives gathered by Councilmember Charles Allen regarding the project. The Chair plans to draft a letter to circulate to EMCAC members summarizing commitments made at the meeting.
- Subcommittee on Communications: A couple of individuals have expressed interest in serving on the Subcommittee on Communications and the Chair continues to recruit individuals to serve.
- November EMCAC Meeting: The November meeting of EMCAC will be held on a date other than the Wednesday immediately before Thanksgiving.

2024-2025 Planned Events for Eastern Market Special Use District

Judy Thomas, Executive Director of Eastern Market Main Street, reported on the following upcoming events: Novemberfest; Holly Days, including Sip and Shop, Caroling Marathon, Night Market, and Small Business Saturday; Cherry Blossom Festival; Fourth of July Parade; DC Art All Night; and World Pride 2025.

Report of the Tenants Council

Anita Jefferson, Chair of the Tenants Council, presented a written report, which is attached to these minutes.

Report of the Subcommittee on Operations

Susan Oursler, Chair of the Subcommittee on Operations, reported that:

- the Chair and Barry Margeson, the Market Manager, discussed viable solutions for enabling Tenants Council communications;
- the two Department of General Services (DGS) Protective Services Officers (PSOs) on duty on the weekends were asked to assist vendors with the load-out at the end of the day on North Carolina Avenue SE and drivers to observe restricted traffic areas;
- the Department of General Services Ombudsman position is filled temporarily, and the program is operating;
- the vendor application process should include an evaluation of product duplication and data collection for this purpose is being developed; and
- the management of Christmas tree sales locations this year will be handled similarly to the improved system of the previous year.

Report of the Ad Hoc Subcommittee on Public Safety

Sam Pastore, Chair of the Ad Hoc Subcommittee on Public Safety, reported that the subcommittee:

- has four working groups that are pursuing next steps -- Security Personnel, Physical Security Barriers, In-House Risk Assessment, Alarm Systems/Security Cameras, and Emergency Response Plan;
- continues to work on solutions for the bollards project;
- held an initial discussion with Mr. Margeson to prioritize, systematize, and set expectations for the recommendations on public safety and the emergency response plan;
- received positive feedback on the presence of DGS PSOs and will seek input from the Tenants Council regarding their effectiveness;
- for the upcoming holiday season, is seeking Metropolitan Police Department presence and testing of the installed public address system;
- received from DGS encouraging indications that it may be willing to amend the existing emergency response plan; and
- requested a walk-through of Eastern Market with Fire Marshall to assess electrical hazards as well as the current rules and regulations for indoor merchants and outdoor vendors.

Jackie Krieger announced that Mr. Margeson and she will meet on Tuesday, November 5, 2024, at 11:00 AM to begin the process of revising the emergency response plan.

Report of the Market Manager

Mr. Margeson presented a written report of the Market Manager, which is attached to these minutes. He agreed to request clarification of the fourth quarter's water line item, send EMCAC the online recording of a presentation on selling products by three buyers for the Marshall Retail Group, and notify EMCAC, the merchants, and the vendors of future such events.

Adjournment

The meeting adjourned at 8:57 P.M.

Jackie Krieger, Secretary Pro Tem

Tenants Council Meeting Minutes

October 16, 2024

Attendance:

Present	Name	Role/Position
X	Anita Jefferson	Chair, Arts and Crafts
X	Sola Ope	Outdoor arts and crafts vendor
X	Mike Bowers	South Hall Merchants
X	Sarah Buffaloe	Pottery
	Angie Brunson	Farmer's Line
X	Nicole Brown "Nikki Dean"	Arts and Crafts
	Kem Ramirez	Prepared Foods/Safety Security Committee
X	Barry Margeson	Market Management
X	Katrina Cuffey	Market Management

Review of Action Items

1. **Action:** Management to make promotional calendar visually pleasing and distribute to vendors at Art All Night and Hill-o-Ween.
2. **Action:** Mike to reach out to Main Street requesting mailbox the week of the 17th-24th.

Meeting Discussed: June 2024, Sept 2024

Progress: Calendars not distributed at Art All Night, will occur at Hill-o-ween 10/25. Letters to Santa Mailbox requested, received thumbs up from EMMS, added to calendar, will be located at Bowers Cheese.

Discussion: No discussion.

Further Action: Management to send visually pleasing holiday promotional calendar to TC for review by Tuesday 10/22

3. **Action:** Management and AARC to meet to discuss how to balance product diversity.

4. **Action MGMT, AARC:** Now that new vendors are permitted to come sporadically; create a way to make sure there are not several repeat/similar products when accepting new businesses.

Meeting Discussed: July 2024, Sept 2024

Progress: Eastern Market intern is analyzing Market Spread data and product diversity. Analysis will start with the attendance of vendors. Project schedule has not been established.

Discussion: Market spread data is vendor self-reported, how is this data verified against what is actually being sold? How is it being verified against what was on application?

Further Action Mgmt: Recommendation that Market Spread attendance data be compared to vendor application when analyzing product diversity. TC to be updated on analysis progress. Management to look at Marketspread options for selection of products. Currently, the categories are crafts, food, etc. Where in Marketspread are we entering in comprehensive product details for a master product list?

Master product list that is verified in person by management walking around to each stall, should be the ultimate goal.

AARC and Management to meet and determine how many “sporadic” vendors are acceptable.

5. **Action Item:** Review new applications with AARC to clarify if they still indicate the actual maker/business owner is showing up and not employees, to establish the business by establishing customer relationships.

Meeting Date Discussed: July 2024

Progress Update: Barry and Katrina to discuss policy regarding expectation of maker/applicant’s attendance with outdoor businesses. And determine if it was removed from applications.

Discussion: Observation made that vendors that have been at the market 6 months to 2 yrs are not selling at booths, but are having employees work for them. This negatively impacts the customer experience particularly when the worker has no involvement in the process or knowledge of it.

Further Action: Management to convene to discuss maker/owner vs hired worker policy for new vendors and update TC at January 2025 meeting

6. **Action Item:** Management to create and maintain best practices playbook for promotional events ahead of the end of the year Marketing and Promotions planning meeting with EMMS.

Meeting Date Discussed: May 2024, July 2024,

Progress Update: No formal draft prepared, discussions held.

Discussion: Many events are sponsored by EMMS (i.e. Art All Night and November 16-17th event), a playbook would need to be a collaborative effort.

Further Action: Management to report back to TC on what best practices were created for future success of events. Anita to re- send vendor survey results (from first event) to Barry. TC recommends best practices from the eyes of the businesses at the market, what were their expectations, how did they measure success, what can be changed, discarded from an Eastern Market perspective. EMMS will have different metrics for success.

7. Action: Management agreed to provide weekly updates to Tenants Council and EMCAC regarding the issues with the building.

Meeting Date Discussed: July 2024

Progress Update: None provided

Discussion:

- Stone work – completion date scheduled for 10/31
 - o 2 Saturdays ago window washing was happening, that work was supposed to have occurred during the weekday. Management following up
- Additional signage – a little more work, should be complete this Monday 10/21. Indoor wayfinding and stall signs.
- HVAC Performance, engineering report of system findings – Management doesn't have the report, has been requested.
- Compressor room – Will continue working with what is installed, open doors when hot outside
 - o Chiller room has additional insulation to protect pipes this winter so no pipe bursting expected this year.
- Elevator installation – Final repairs in progress, scheduled to be complete last week, management requested further updates from contractor
 - o Note upcoming clay delivery (1 ton) will be needed in December. Barry to manage the completion date against the need for working elevator by Market businesses.
- Process for opening ridge vent – Will be part of Building Management System tie-in of controllers for AHUs. Operation manual forthcoming.
- Sewer ejection pump status of new electrical panel – Management to request update from DGS
- Market Poultry Walk-in – clarification to be provided to vendor directly. Management to follow up directly (item closed, DGS has no responsibility for repairs)
- Bathrooms –Health and Handicap issue. secondary soap dispensers are gone and primary dispensers are not working, working soap dispensers and working

sinks are not in sync. This is happening frequently and without secondary soap dispensers, customers and workers at food stalls do not always have soap and water at sink to wash hands. Management to put in request for sink to be repaired. There seems to have been a theft for the soap dispensers and refill tubes. TC reports there needs to be ongoing focus on full working soap dispensers and working sinks throughout the day, not a snapshot of it's working now.

-

Action Item:

Management to check function and refill frequency of in-counter soap dispensers with housekeeping. What is the expectations for keeping things functional and reporting repairs when not.

-

- Dampness under windows – Photos circulated of window condition after major rain events shows potential water intrusion. Management will contact facilities

Further Action: Management to provide updates regarding building improvement work, any effects on outdoor market, weekday market customer flow.

New Items

Policy and Procedure Project

Issue Description:

How is the project progressing/ concluded? What were the findings and results.

Discussion

- Policy documents are complete.

Action Item:

Management to send new policy and procedure documents to TC.

Christmas Tree Plan

Issue Description:

Request for proposal from management for logistics around tree placement and plan for vendor displacement was requested in September.

Discussion

- Plan is in progress, consideration is being made to consolidate tree space. TC has cautioned there are more vendors under shed this year than last year so a plan for where they will move to and notification to them in advance is needed. TC also reminded Barry that there needs to be conversation with H30 the farmer in the first bay. Last year there were days after Thanksgiving that they wished to set up and that has significant impact on vendors already displaced by trees. Planning can avoid this. Management will also need to reconfigure current load out plan for 4:30 if trees will be blocking egress at C st. behind the tents. The vehicles will need to exit out at the cross walk and out and around tents or out alley.

Action Item:

Management to send draft Christmas tree plan to TC next week.

Rule for Music or other Recordings

Issue Description:

Complaints have been made of disturbing content being shared with and near vendor neighbors. At least two incidents have been reported to management. Revisit the applicability of volume level policy for all auditory projections, not just music.

Discussion

- TC pointed out that there is already an existing policy regarding volume (Music) and vendors not disturbing neighbors or their neighbor's customers, or neighbors' ability to conduct business. High volume music is either busking, which has designated areas, or is part of paid entertainment, otherwise requires earphones.
-
- This rule was meant to address any issues that might arise from objectionable content. TC believes this relates to either spoken word or music delivered by broadcast, recording, megaphone, boombox etc.
-
- Management requests that these incidents be reported directly to them so the individual can be talked to. This request will not be communicated by TC, therefore, management needs to make this request known. Most vendors would more prefer that management team make the observation by walking around rather than vendors having to "tattle tale" on each other which can create hostile environment for working near each other.
-
- DGS attorneys are looking into the enforcement policy as it relates to free speech issues and offensive content that is spoken.

Action Item:

Request that Management send a reminder to vendors regarding acceptable volumes at the market. This will be particularly helpful prior to xmas trees displacement as the issue has resurfaced at the lower end of 7th near C for several vendors.

Safety Security Update (PSD, MPD)

Issue Description:

What can vendors expect regarding police or other uniformed office presence at the market.

Discussion

- Goal is to have 2 uniformed PSD officers each day of the weekend. This is not guaranteed since they are volunteering to sign up for the overtime.
- TC is looking for Officers who have specific goals by being there, are focused on what is happening at the market. Complaints in the past (pre covid) were about PSD officers spending time socializing with vendors, shopping/receiving free goods, sitting in cars on cold days etc. For safety, TC is hoping this time the expectations are clearer, and observation of surroundings in hope of preventing issues be the focus
- The more focused officers are on surroundings, the more the bad actors can see they are being observed. Awareness is a deterrent.

Action Item:

Management to communicate role and needs of uniformed officers at market to PSD and MPD as applicable.

Vendor Email Update

Issue Description:

Request for email contact for new outdoor vendor businesses as well as list of emails no longer at the market to keep the TC emails updated

Discussion

- TC is regularly distributing communications regarding tenants council meetings and requesting agenda items from vendors. It is important that the list be comprehensive and current to ensure inclusive communication.
- Management has received complaints from some vendors in the past regarding some vendors airing grievances with management to all vendors.
- Now that the payment window is not a common point for communication, TC only has the easternmarkettenantscouncil@gmail.com account to communicate with the constituents that elected us to represent them. That line of communication must remain open and not be in secret or a one to one relationship.

- TC addressed the few bad actors and 1. Suggested that vendors can block those specific individual email if they choose. 2. That they continue to open emails from TC official email as they can often contain information that needs to be discussed amongst the Tenants without management. 3. That if we continue to have individuals who lacked email etiquette, we could put those specific recipients in a separate email so they cannot reply to all. 4. Since the TC is prescribed by legislation, TC does not believe Management can either withhold that information or dictate how we communicate with our constituents. If a Tenant chooses to block the TC email account, that would be their choice.

Action Item:

policy for distribution of emails between TC and management will need to be part of a regularly scheduled TC meeting.

November 20th TC meeting. TC has requested Management clear his calendar to allow for at least 1.5 hour discussion as the previous 2 meetings we were either unable to cover all discussion items or rushed through to meet his shortened availability.



Eastern Market Manager's Report to the EMCAC

October 30, 2024

Eastern Market Finances To-Date for FY24:

FY24 Budget and Actuals	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		FY24	
Income	Budget	Actuals	Budget	Actuals	Budget	Actuals	Budget	Actuals	Budget	Actuals
South Hall Rent	\$ 69,519	\$53,755	\$ 69,519	\$33,545	\$ 69,519	\$131,927	\$ 69,519	\$73,644	\$ 278,076	\$292,871
Exhibitors & Farmers Line	\$ 79,326	\$86,072	\$ 44,461	\$46,130	\$ 95,393	\$97,560	\$ 98,573	\$119,039	\$ 317,752	\$348,802
North Hall	\$ 78,000	\$28,550	\$ 34,000	\$133,375	\$ 58,000	\$61,950	\$ 30,000	\$46,488	\$ 200,000	\$270,363
Application and Event Fees	\$ 162	\$175	\$ 1,342	\$420	\$ 619	\$385	\$ 377	\$280	\$ 2,500	\$1,260
Flea Market	\$ 9,318	\$6,268	\$ 3,106	\$0	\$ 9,150	\$15,530	\$ 9,150	\$9,318	\$ 30,724	\$31,116
ATM	\$ 2,845	\$2,491	\$ 2,422	\$0	\$ 1,556	\$1,153	\$ 2,178	\$1,377	\$ 9,000	\$5,021
Other Revenue		\$22,455		\$7,985		\$5,467		\$5,527		\$25,463
Total Income	\$239,169	\$199,765	\$154,850	\$205,485	\$234,237	\$313,972	\$209,796	\$255,672	\$838,052	\$974,895

Account Description	Quarter				Grand Total
	1	2	3	4	
ELECTRICITY	\$ 12,843	\$ 13,937	\$ 27,041	\$ 44,236	\$ 98,057
GAS	\$ 623	\$ 9,182	\$ 6,400	\$ 210	\$ 16,415
WATER	\$ (881)	\$ 12,657	\$ 17,467	\$ 37,244	\$ 66,487
WASTE MANAGEMENT		\$ 2,933	\$ 2,709	\$ 18,219	\$ 23,862
CONTRACTUAL SERVICES - OTHER	\$ 2,486	\$ 17,707	\$ 6,390	\$ 40,441	\$ 67,025
PERSONNEL	\$ 116,165	\$ 124,318	\$ 114,057	\$ 121,413	\$ 475,953
INTERFUND TRANSFERS OUT NON BUDGETARY				\$ 27,870	\$ 27,870
Grand Total	\$131,235	\$180,735	\$174,065	\$261,763	\$ 747,798

Capital Improvements

Interior and Exterior Construction:

- Bollards: Discussion with DDOT Chief of Staff;
- Elevator work is complete;
- Stonework: Demolition is complete and installation of stone has begun (color is perfect). Tuesday, Wednesday, Thursday for demolition and installation of slabs over pottery step area.
- Fire alarm work: Operational. Annunciator panel has been installed in the Office. They will come by on Friday for training.

Operations:

HVAC System: The boilers are ready to be turned on and we are waiting for it to turn cold, which looks to be more than a week away.

One of the condenser units on the roof is not working and the replacement part is on order. It has not arrived yet. There was a part on order for one of the compressors as well and that part arrived today. I don't have an update on whether the installation is complete.

Compressor Room: In the summer, we've decided to keep the door to the basement compressor room open. This door is located right before the last 6 compressors and allows us to have a more consistent temperature range throughout the room. The last 6 compressors were the ones getting the hottest time and time again.

Policies and Procedures Report: The report is complete and was sent out to everyone on EMCAC and Tenants' Council this evening.

Security Update:

Two PSD Officers are now scheduled to be at the market each weekend day. This has worked very well. They are Officers we have worked with many times before, are familiar with the market, are knowledgeable, enjoy walking the perimeter/staying active, and know many of the merchants and vendors.

Potluck: We didn't do as much promotion as we usually do but it was amazing, regardless. Muhumara, a Syrian dip was my fave.

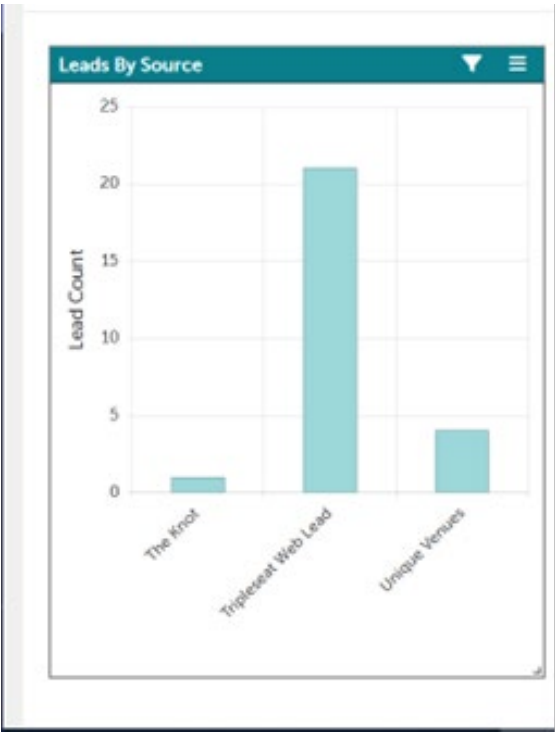


North Hall

September 2024



September 2024:



September 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1 3p McGraw - Patis Wedding • Standard North Hall Re... (200)	2 ■ Labor Day	3 10a Puppet Show Tuesdays • Standard North Hall Re... (80)	4 8a Aerobic Fitness - Sept... • Standard North Hall Re... (20)	5 10a Boogie Thursdays • Sep... • Standard North Hall Re... (80)	6 8a Aerobic Fitness • Standard North Hall Re... (20)	7 5p DC Rawhides Country Da... • Standard North Hall Re... (200)
8	9	10 10a Puppet Show Tuesdays • Standard North Hall Re... (80) 12p Guild Job Fair • Standard North Hall Re... (50)	11 8a Aerobic Fitness • Standard North Hall Re... (20) 3p Celebration of Life fo... • Standard North Hall Re... (75)	12 10a Boogie Thursdays • Standard North Hall Re... (80) 3p 2024 Taste of Europe • Standard North Hall Re... (250)	13 8a Aerobic Fitness • Standard North Hall Re... (20)	14 5p Lauren & Reda's Marria... • Standard North Hall Re... (220)
15 3p Capital Classic Tennis... • Standard North Hall Re... (250)	16	17 7a Dining Away Duchene • Standard North Hall Re... (600)	18 8a Aerobic Fitness • Standard North Hall Re... (20)	19 6a Kraft Heinz-Rise Again... • Standard North Hall Re... (250)	20 8a Aerobic Fitness • Standard North Hall Re... (20) 10a Boogie Fridays - Septe... • Standard North Hall Re... (80) 3p 2024 Youth Summit • Standard North Hall Re... (90)	21 5p DC Rawhides Country Da... • Standard North Hall Re... (200)
22	23 10a Puppet Show Tuesdays • Standard North Hall Re... (80)	24 8a Farmworkers Justice • Standard North Hall Re... (125)	25 10a Boogie Thursdays • Standard North Hall Re... (80)	26 8a Aerobic Fitness • Standard North Hall Re... (20) 3p Art All Night • Standard North Hall Re... (300)	27	28 4p Everyone's Home DC Sip... • Standard North Hall Re... (350)
29	30	1	2	3	4	5

Ended the fiscal year with a full schedule! All market operating weekdays have activities – most public. All Saturdays are booked*.

*Everyone's Home (9/28) was cancelled, but revenues have been collected as this was an event that changed the date multiple times due to the pandemic. It was too late to find a replacement event.

Marketing and events:

- Novemberfest will be on November 9th and 10th
 - Promotional Materials have been put up around the market and sent out to vendors and merchants to help promote:



- The schedule has been made for the holidays:

HOLIDAY!

Eastern ^ Market

Holiday Trees for sale Mon-Sun from 8am-7pm					
Monday Closed					
Tues	Wed	Thurs	Fri	Sat	Sun
26 Indoor Mkt: 8am-6pm Farmers Mkt: 12-4pm (Decorations Go Up)	27 Indoor Mkt: 8am-6pm (Decorations Go Up)	28 Happy Thanksgiving Market Closed	29 Xmas Trees Arrive Market Closed	30 Indoor Mkt: 8am-6pm Outdoor Mkt: 9am-4:30pm Small Biz Sat Better Together Promotion	1 Indoor Mkt: 8am-5pm Outdoor Mkt: 9am-4:30pm Santa 11am-1pm Betty the Yeti Wakes up! 11am-1pm
3 Indoor Mkt: 8am-6pm Farmers Mkt: 12-6pm	4 Indoor Mkt: 8am-6pm	5 Indoor Mkt: 8am-6pm	6 Indoor Mkt: 8am-6pm	7 Both Markets: Std Hours Santa: 11am-1pm	8 Both Markets: Std Hours Betty the Yeti: 11am-1pm
10 Indoor Mkt: 8am-6pm Farmers Mkt: 12-6pm	11 Indoor Mkt: 8am-6pm	12 Indoor Mkt: 8am-6pm	13 Indoor Mkt: 8am-6pm	14 Both Markets: Std Hours Caroling Marathon 10am-4pm Santa: 11am-1pm	15 Both Markets: Std Hours Betty the Yeti: 11am-1pm
17 Indoor Mkt: 8am-6pm Farmers Mkt: 12-6pm	18 Indoor Mkt: 8am-6pm	19 Indoor Mkt: 8am-6pm	20 Indoor Mkt: 8am-6pm Holiday Night Market goes to 8pm	21 Both Markets: Std Hours Santa: 11am-1pm	22 Both Markets: Std Hours Betty the Yeti: 11am-1pm
Wkday Holiday	Market 10am-5pm	Santa's Mailbox at Bowers Fancy Dairy			
24 Indoor Mkt: 8am-6pm Farmers Mkt: 12-5pm Holiday Mkt: 10am-5pm Mailbox	25 Merry Christmas Market Closed	26 Day after Christmas Market Closed	27 Indoor Mkt: 8am-6pm	28 Both Markets: Std Hours	29 Both Markets: Std Hours

225 7th St SE - easternmarket-dc.org

DCA store named “Eastern Market” will open in late January. A visual of what it will look like is below. Last night, the Marshall Group did a presentation regarding what they are looking for at the store and there was a very active Q&A session right after.

What you see right now is:



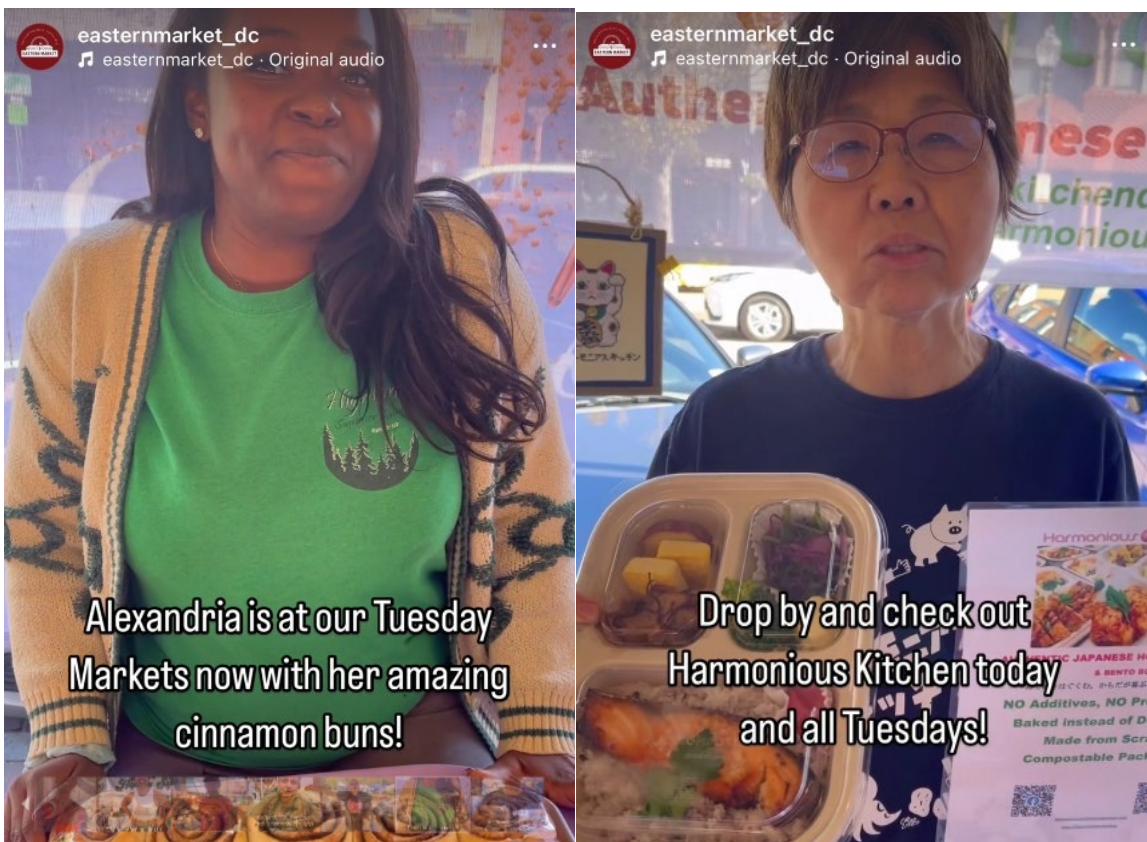
What it will look like when complete is:



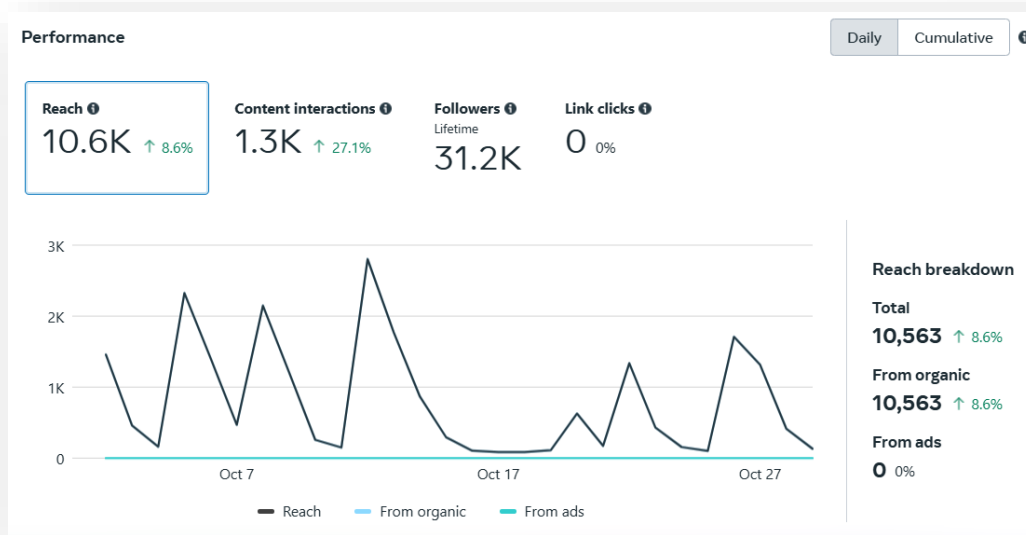
Social Media:



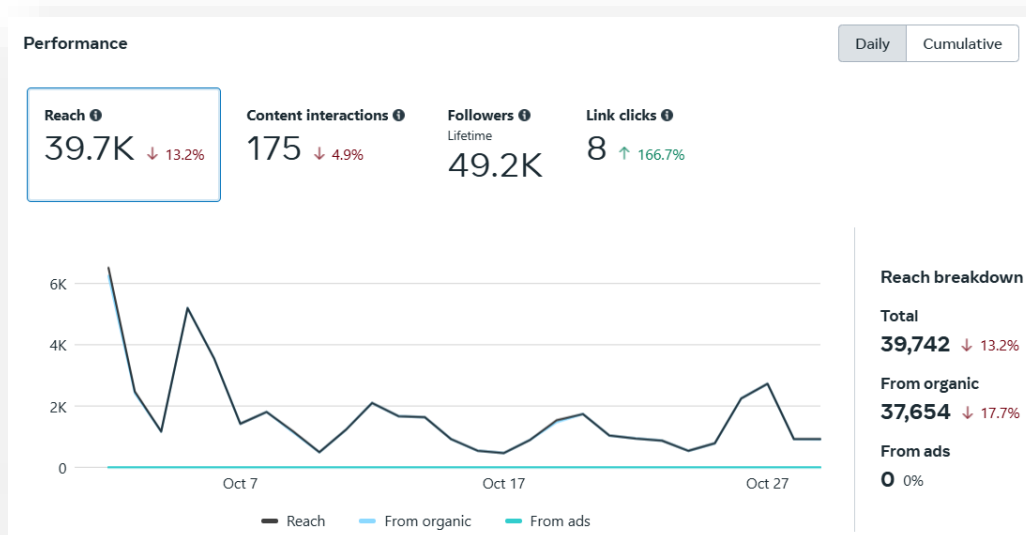
New vendors to Tuesday Market:



Instagram



Facebook



Thank you!

- Thanks to everyone involved in the Policies and Procedures development process. We truly appreciate the time that you volunteered for this important effort.