

Pike Place Market PDA Executive Committee Meeting Minutes

Wednesday, October 19, 2022

4:30 p.m. to 5:45 p.m.

Location: Economy Building Classroom (1435 First Ave, 3rd Floor) OR

Join Zoom Meeting: <https://us02web.zoom.us/j/82046549708?pwd=cE1PeE1BbUVaczBtbDU0bUVQOUVhQT09>
OR dial +1 253 215 8782 US (Tacoma), Meeting ID: 820 4654 9708, Passcode: 337957

Committee Members Present: Devin McComb, Paul Neal, David Ghoddousi

Other Council Members Present: Nick Setten, Jan Hendrickson, Russell Monroe

Staff Present: Mary Bacarella, Karin Moughamer

Others Present: Joan Paulson

The meeting was called to order at 4:35 p.m. by Devin McComb, Chair.

1. Administration

A. Approval of the Agenda

The agenda was approved by acclamation.

B. Approval of the September 21, 2022 Executive Committee Meeting Minutes

The September 21 Executive Committee Meeting Minutes were approved by acclamation.

2. Announcements and/or Community Comments

Joan Paulson commented she did not attend the FAM meeting to discuss the budget because the budget was not provided in advance. Joan commented on the nomination committee process and noted the council is missing expertise in architecture, planners and a small business attorney. She feels the process is more top down rather than bottom up. She commented on the September Executive Committee which noted a change in policy regarding the Executive Committee make-up. She would like to know more about the public review process for that change and didn't see anything on today's agenda on that topic.

3. Council Chair Report

Devin McComb provided the following updates:

- He thanked Mary Bacarella and Sabina Proto for setting up a meeting with the insurance advisors regarding insurance presentations. He suggested a presentation is provided to Council by our insurance company separate from the renewal process to better understand the Market policy.

Gundeep Singh joined the meeting at 4:41 pm.

- Devin attended the History Link event and noted it was attended by a lot of past PDA councilmembers.
- The Retreat is set for November 17th and work continues on developing the agenda and that will be shared soon with Council. He touched on the location, which will be offsite in order to have a large conference room to accommodate the capacity and technology needs of the meeting. More details will be shared soon.
- He thanked Jan Hendrickson for reminding him to work on the amendments to the Executive Committee roster. He will work with staff on the plan for making those changes and bring the conversation to the committee next month.

Jan Hendrickson commented that she feels the Perkins conference space will serve the Council and Market well on the retreat.

4. Committee Chair's Report

A. Finance & Asset Management

Gundeep Singh noted there were two resolutions approved (Old Stove repairs and leasing proposals) and moved the consent agenda. The bulk of the meeting was spent discussing the draft 2023 budget. It's a strong budget in his view given the unknowns with expenses, especially considering the high inflation environment. There is another meeting on November 3 followed by the November 8th scheduled FAM meeting.

Mary Bacarella commented if any councilmembers have questions or comments on the budget to email them to her and she can be prepared for the discussion on November 3rd.

Devin McComb added councilmembers can reach out to him with any questions about past budgeting processes. He believes the presentation last night was great.

Mary Bacarella thanked Gundeep Singh for his work on the budget and for his management of the meeting last night.

B. Market Programs

Nick Setten provided an update on the meeting in absence of Patrice Barrentine. He noted there was a presentation about the Q4 events, a Fall Harvest Festival overview, a Q3 programs and marketing review and a brief update on the status of the craft line.

5. Executive Director's Report

Mary Bacarella provided the following updates:

- She noted at the Harvest Festival there will be a Pigs on Parade to celebrate the Market Foundations 40th anniversary.
- Some residents are moving back into their units in WASH following the fire.
- The budget was presented Tuesday and she noted the packet and draft budget was sent out Friday evening to council and the community.
- The working group are finalizing the Master Plan agenda and will share that soon. The retreat is the kick-off for starting conversations on the Master Plan.

David Ghoddousi asked who is on the Master Plan committee. Mary Bacarella responded it is not a committee but rather a working group composed of Devin McComb, Gundeep Singh, Paul Neal, Jan Hendrickson and staff members John Turnbull and Karin Moughamer. These people were selected as they have experience in developing master plans.

6. Discussion Topics

A. Master Plan Update

Devin McComb noted early conversations with the consulting team show the team is very experienced and will take our word on the direction to take this process. This is a professional set of people but it's up to the PDA, Council and community to keep them focused. This conversation was to allow for pre-work in advance of the retreat in order to have a successful retreat.

Mary Bacarella noted much of her update was provided in her ED report.

Gundeep Singh left the meeting at 5:09 pm.

B. Nomination Committee Process 2023

Devin McComb thanked Paul Neal for this work on this process.

Paul Neal began by reviewing what worked well and what to continue in 2023:

- Maintain group size at three: highly efficient, workable, allows for participation from three council groups; the right size for candidates being interviewed. Represents 25% of council membership.
- Continue to have the PDA executive administrator staff this group
- Administer two surveys:
 - An online survey at the outset to gather council and ED input on current and upcoming critical issues and corresponding candidate qualifications; and information on councilmembers interest and availability to serve in leadership positions.
 - A verbal survey before active consideration of officers begins, conducted as 1:1 conversations between group members and councilmembers and the ED. If there is a clear consensus for the choice of incoming council chair, then that person's opinions about other positions should be given appropriate additional weight.
- Conduct formal candidate interviews using a list of standardized questions formulated to address critical issues and candidate qualifications identified in the online survey.
- Throughout the process, be discrete with regards to deliberation of leadership candidates. The working group must actively work to ensure it is not being abused, which is done in three ways:
 - Presenting the group's process and target timeline to council at the outset of active work
 - Presenting the results of the online survey and general themes of the verbal survey
 - Updating the Executive Committee and Council during regular monthly meetings, while active work is underway.

Paul Neal provided suggested improvements identified from this year's work that could be considered quick fixes, which includes:

- Configure the working group during the November meeting prior to its active work, to give members time to incorporate the extra work into their schedules and existing council responsibilities.
- While keeping the working group number at three, designate the council chair as an alternate to step in if one member cannot complete the process.
- ED is a crucial adviser:
 - On critical issues and candidate qualifications, through the online survey
 - On officers, through the verbal survey
 - On candidate interview questions

The working group meets with the ED first, at the beginning of active recruitment to establish expectations, and again to review the findings of the online survey.

- Working group members to serve for two consecutive years, with one member rotating off and a new member joining each year, to ensure continuity, group learning and standardization of best practices.

Paul Neal reviewed improvements identified from this year's work that would be done longer term. Those include:

It has become evident from Council input the past few recruitment cycles that the bar of expectations has risen. Our ambitions in terms of Council diversity, prominence in the community, leadership experience and/or subject matter expertise in incoming members have increased.

It follows that the process to identify and cultivate candidates should change to meet these increased ambitions. With that in mind, we propose the following:

- Establish a longer horizon for candidate recruitment – two to five years.

- Build and track a formal recruitment pool, sourced in multiple ways, with the aim of identifying and establishing relationships with potential candidates – not only people we know, but people who we would like to know and who have an active interest in Council service.
- Sourcing could include input from current and active Councilmembers; the ED; outreach to organizations with a successful track record of recognizing established or emerging community leaders, e.g., PSBJ leadership lists, such as Women of Influence, 40 under 40; The CofC's Community Development Roundtable.

Jan Hendrickson thanked Paul Neal for his work on this subject.

Russell Monroe commented the work for next year starts soon.

David Ghoddousi commented on how the nomination committee has been handled in the past and feels all councilmembers should be included in the process and he would like to see a diversity of skillsets on the nomination committee as well as on the council. He encourages everyone to participate in council business and the diversity of skillsets.

Paul Neal commented he agrees with David's comments and further explained the process the nomination committee has utilized and how to improve that in the future. In order to attract more diversity takes time and started the process earlier will help.

Devin McComb reiterated this should be an ongoing process that allows the council to have a good pool of people to reach out to when vacancies occur.

7. Public Comment

None.

8. Concerns of Committee Members

Russell Monroe commented the Constituency Chair is taking a leave of absence. Bob Braun, the vice chair, will take over running the meetings moving forward.

9. Adjournment

The meeting was adjourned at 5:41 p.m. by Devin McComb, Chair.

Meeting minutes submitted by:

Karin Moughamer, Executive Administrator