



CITY OF SANTA BARBARA

REGULAR MEETING SANTA BARBARA ARTS AND CRAFTS SHOW ADVISORY COMMITTEE

Tuesday
June 14, 2022
6:00 p.m.

Palm Park Beach House
236 E Cabrillo Blvd, Santa Barbara CA 93101

DRAFT MEETING MINUTES

CALL TO ORDER: 6:03

ROLL CALL

Committee

Cris Hamilton – Arts, present
Brad Kazmerzak – Arts, excused absence
Marilyn Dannehower – Crafts, present
Nicole Horstin – Crafts, Chair, present

Crafts Alternates

Jack Bailey – 1st Alternate, present
Marilyn Loperfido – 2nd Alternate, present

Arts Alternates

Erin Duffy – 1st Alternate, present and filled-
in for Brad Kazermzak
Jeff Kennedy – 2nd Alternate, present

Staff

Rich Hanna – Recreation Manager, not present
Jason Bryan – Senior Recreation Supervisor, present
Janet Sackett – Administrative Specialist, not present

Parks & Recreation Commission Liaison

Robin Unander-La Berge, not present

Member At Large (vacant)

SCREEN NEW MEMBERS

GENERAL BUSINESS

1. Changes To The Agenda - None
2. Written Communications
 - a. Email from Alyson Miller regarding space sharing (2)
 - b. Email from Claudia Sanchez regarding space sharing
 - c. Email from Claire Weber regarding merging spaces
 - d. Email from Deirdre Stietzel regarding space sharing
 - e. Email from Erin Duffy regarding space sharing
 - f. Email from Elske Free regarding space sharing
 - g. Email from Isaure De La Presle regarding space sharing
 - h. Email from Jeff Kennedy regarding Saturday sign-up system
 - i. Email from Jeff Kennedy regarding space sharing and member behavior
 - j. Email from Kevin Loughran regarding space sharing
 - k. Email from Karin Stellwagen regarding space sharing
 - l. Email from Marilyn Loperfido regarding enforcing space sharing rule

3. Public Comment

Marilyn Loperfido announced the annual “Best Of” readers’ poll for the Santa Barbara Independent is coming up. Ms. Loperfido would like to see the Arts and Crafts Show be recognized and invited members to submit a nomination under the “Out & About” group in the “Funk Zone Spot” category. The nomination period runs through July 6.

Jack Baily would like to request that space sharing on a weekly basis be considered in addition to the framework on the agenda for new business.

Eric Whitney pointed out that the Chair can stop public comment for an item that should be covered later on an agenda item.

Kate Symonds Supported Jack Bailey’s comment and suggested using artisan food vendors to attract people to the East end of the Show. Ms. Symonds also supported combining additional vacant spaces to allow for larger spaces.

CONSENT ITEMS

1. Minutes– For Action (Attachment)

M/S/C to approve the draft minutes of the May 10, 2022 regular meeting

2. Attendance Report – For Information

Jason reported that the attendance report in the meeting packet will require an update since there was a staff error that overwrote the attendance file; actual attendance and number of members will be slightly higher once the data is verified.

OLD BUSINESS

1. Review rule change to increase the minimum from 2 to 5 hours to receive attendance credit – For Discussion

The Committee continued the discussion on the draft rule for increasing the number of hours required to receive attendance credit.

Proposed rule G.1:

In the event of a waitlist, permit holders must show 12 times in a permit year and new permit holders 6 times in their 6 month's permit period in order to renew a show permit. Permit holders must sign the attendance sheet provided by the Monitor to ensure proper credit on attendance records. This responsibility rests solely with the permit holder. Members must exhibit their merchandise a minimum of 5 hours in order to obtain attendance credit unless they do not reserve a space for that Sunday and exhibit for a minimum of 2 hours at the East end of the Show line beyond where members reserved spaces or in a second row. Exceptions will be made for injury, illness and pregnancy if the permit holder notifies the Show Office in writing and with a doctor's written excuse prior to permit expiration. 8/2014, {approved date}

Jason Bryan presented the revised draft rule that includes exceptions requested at the May meeting.

Eric Whitney stated that a 2nd row member are not contributing to the Show for what is generally a minimal not attracting customers. Mr. Whitney had similar concerns about members at the end of the show line suggesting at a standard 4 hour minimum be considered in lieu of the two time requirements.

Claire Weber stated she originally suggested 4 hours because the Show has a large number of elderly members for whom the 5 hour minimum may be a hardship.

Jack Baily agrees with Eric Whitney regarding members not contributing when they have a

minimal setup. Mr. Baily suggested increasing from 5 to 7 hours to receive attendance credit.

David Draeger stated that 10:00am to 3:00pm is a short work day that seems reasonable.

Pamela Newman stated she does not believe 2 hours is enough of a contribution and requested that 4 or 5 hours be the limit because gaps are detrimental to East section of the Show.

Cari Summer stated she is a strong believer of 5 or 6 hours because of the gaps; she stated she only stays until 6:00pm or later because she is now in the West section.

Kate Symonds echoed the opinions on keeping the minimum at 5 or 6 hours and is OK with the provisions in the draft.

Deborah Healy stated she believes that members attending for less than 5 hours exhibiting 2nd row or end of the show would be helpful to prevent gaps and supports the draft rule.

Marilyn Loperfido stated she stayed 5 hours at the last show, which was a long day for her. Ms. Loperfido suggested defining the 2nd row on a map that includes the East area of the Show. She stated there were exceptions for work and illness.

Kevin Healy stated that some members may need to leave early because of weather affecting their work.

Jeff Kennedy stated he had experience in both sections and there have been times the show is dead in the early afternoon while other members stay until dusk.

Committee:

Jason Bryan stated there were no exceptions in the draft rule that provide an exemption for working other jobs on Sundays. Additionally, staff would be reasonably flexible for weather conditions that impact some members more than others.

Marilyn Dannehower stated the rule may not be perfect, but it is a step in the right direction and that 3:00pm should not be a hardship unless there is illness or a weather condition that City staff will consider.

Cris Hamilton restated she is empathetic for members who have little foot traffic. Ms. Hamilton would have preferred 4 hours, but is supportive of the rule as written.

Erin Duffy asked how long the 2-hour attendance credit rule had been in place; staff responded the rule has been in place for decades. Erin is supportive of the rule as written.

Nicole Horstin stated she is in favor of the rule as written.

M/S/C to have this the draft rule as an action item for adoption at the July meeting.

2. Discuss rule suggestion to provide attendance credit for members with seniority – For Discussion

Proposed new rule:

PERSONAL TIME OFF (PTO)

Personal time off (PTO) is defined as the granting of one or more Sunday show attendance credits for injury, illness, or personal commitments. Thus, missing a Sunday show does not penalize a show member in regard to attendance. PTO is

used in compiling the space assignment lists for each quarter and is considered as recognition to each member for continuous show membership. Seniority in the Show is determined by continuous, uninterrupted paid membership.

To encourage support and reward seniority in the Show, at 5 years and above of continuous membership individuals will receive 1 attendance credit per quarter for a missed Sunday show. At 10 years and above, members will be granted 2 attendance credits per quarter for those missed Sundays. For those members having 30 years or more of continuous participation in the Show, 3 attendance credits will be granted per quarter for missed Sundays.

PTO is calculated on a quarterly basis for attendance, compiled from the Monday deadline of each space assignment meeting. PTO credits cannot go beyond the 12 or 13 Sundays in a quarter and they do not carry over to the following quarter if unused. {approved date}

Marilyn Dannehower wanted to clarify that members need to attend a minimum of 6 times per quarter in order to retain their assigned spaces and this rule establishes flexibility for members who have been in the show for many years for the space assignment process.

Nicole Horstin stated she would have preferred a lower level of seniority before attendance credit is granted, but the rule as written was a good compromise of the different opinions expressed at meetings.

Public Comment

Claire Weber is fully supportive of the rule as written.

Deborah Healy wanted the table to be included in the rule when published. Ms. Healy stated she heard from members with long seniority who were supportive of the concept.

David Draeger wanted to clarify that members will still need to show 6 times per quarter to retain their space. Staff confirmed is this the case.

Kevin Loughran stated he would be a beneficiary for this rule but doesn't necessarily see the need.

Kate Symonds stated she would like to see a benefit for members with less than 5 years seniority.

Jeff Kennedy asked if a member would need to notify staff in advance to receive the credit. Staff responded that the calculation would be automatic for the space assignment attendance credit and no notification would be required.

Jack Bailey echoed Kate Symonds' comments that he would like to see support for new members including attendance credit.

Eric Whitney stated he is supportive of the rule as written.

Cari Summer was unsure about the rule as written and would support credit for newer members.

Kevin Loughran stated he would like to acknowledge staff for managing this system.

Kevin Healy stated that most jobs have a perk for seniority which this is consistent with.

Marilyn Loperfido stated that benefits for older members is a good direction. Ms. Loperfido echoed Keven Healy's statement.

Committee:

Jason Bryan stated the calculations would be automatic for the space assignment meeting credit formula with no noticing required.

Marilyn Dannehower stated there is an issue with Sign Up Genius where members are not relinquishing their space when they know they are not going to participate.

Erin Duffy stated the rule is a good direction that allows better use of Show spaces.

Cris Hamilton stated that some long-time members may not take advantage of the attendance credit, but believes they earned the opportunity.

Nicole Horstin is supportive of the rule as written.

M/S/C to have this the draft rule as an action item for adoption at the July meeting.

NEW BUSINESS

1. Consider ADA Request for Accommodation for Erin Duffy to share space with Kevin or Deborah Healy – For Action

Staff recommends the accommodation request be approved for 3 months based on the City staff nurse review.

Public Comment:

Jeff Kennedy stated it is not the business of the Committee to make decisions on matters of ADA accommodation.

Eric Whitney agreed with Jeff Kennedy's recommendation that ADA accommodation be handled at a staff level and not referred to the Committee.

Houshang Khazeny wanted to know the nature of the illness, wanted to ask if he could share space for accommodation and if space can be shared with more than one person.

Marilyn Loperfido stated that the reason for asking for sharing space is for setting up, functioning during the day and taking down. Ms. Loperfido questioned why the matter needs to be reviewed at a subsequent meeting.

Committee:

Jason Bryan stated this is on the agenda because the existing rules specifically require it, but he agrees with Jeff's suggestion that ADA accommodation matters should be handled by staff after a medical review with the outcome be provided to the Committee.

Nicole Horstin supports staff handling accommodation request and would support the staff nurse opinion.

Cris Hamilton asked about the Show rule staff is referencing. Jason Bryan read rule G.7.

M/S/C to approve Erin Duffy's ADA space sharing request with Deborah or Kevin Healy for 3 months with Erin Duffy abstaining.

2. Transition from SignUpGenius – For Discussion

Jason Bryan reported on a preliminary plan to transition from an opt-in to an opt-out system where members will submit their preferences for space assignments that will be processed in random order for members who do not reserve their assigned space.

Marilyn Loperfido presented a report on the recommendations she worked with Deborah Healy collaborated on. Marilyn stated that "COVID changed everything" and this is an opportunity to redesign how space reservations function. Ms. Loperfido stated SignUpGenius was not written into the rules, but has been the practice since COVID. The written report was summarized by Marilyn (attached for reference).

Cris Hamilton suggested that a randomized list with times sounds like a reasonable option.

Public Comment:

David Draeger wanted to commend the board for changing to an opt out system that does not require an extra weekly step.

Kate Symonds asked what day of the week the process would take place and how drops would be handled before Sunday.

Jeff Kennedy agreed with staff's recommendation on a proposed process of using a randomized list with members' preferences.

Marilyn Loperfido stated she is not against the method staff is recommending but she didn't know the specifics of the staff suggestion ahead of time. Marilyn Loperfido recommended against citations for space reservation issues.

Jack Bailey believes the proposed system is a good direction, but its success will be dependent on members working within the system.

Eric Whitney stated he is concerned about the amount of staff time is required for managing these systems. Eric would like to see the show line completely filled-in with members who are committed to stay in their spaces for most of the day. Eric also stated the space next to him has been left vacant most Sundays.

Deborah Healy asked if there is a system for removing names if members know they are not going to attend after reserving space.

Claire Weber confirmed what Eric Whitney stated about the space adjacent to him is almost always left empty.

Committee:

Cris Hamilton asked how dropped spaces would be handled and stated that the nature of some member's items are more susceptible to weather conditions. Staff responded that the system needs to be developed and it has not been determined if members will be allowed to remove their own reservations or communicate through the office.

3. Coordination with Children's Fiesta Parade on Saturday August 6, 2022 – For Discussion

Jason Bryan presented information on the Saturday Children's Fiesta Parade that will be located on Cabrillo Blvd from Garden to Milpas Streets. The area typically used for Saturday shows is from State Street to Garden Street that will not be used for staging or the parade route. Eastbound traffic will be closed starting at Garden Street for the parade and the area from Garden Street to the Palm Park Beach House will be used for staging. Members who participate on the east side of the Garden Street parking lot entrance will be able to do so without much impact because there is no on-street parking in that area.

Mr. Bryan suggested that members may want to setup earlier than typical that day because parking will be in higher demand that day, particularly after 9:00am when spectators arrive for the 10:00am parade start.

Marilyn Loperfido asked about the level of event coordination based on the presentations on how to support multiple events in the waterfront area. Jason Bryan responded this event is somewhere between 1 (minimal impact) to 2 (some coordination required).

4. Consider establishing a policy for limited space sharing for reasons other than ADA accommodation – For Discussion

This item will be continued to the July meeting.

ADJOURNMENT: 9:08pm

Next Special Meeting: Tuesday, June 28, 2022 to review violation procedure and code of conduct

Next Regular Meeting: Tuesday, July 12, 2022

Show Attendance Report May 2022

Date

5/1/2022	94	
5/8/2022	144	Unreasonable Weahter Day
5/15/2022	99	
5/22/2022	92	
5/29/2022	96	

152 Members as of June 23, 2022 (Increase of 5 since April)

**Corrected report*

SIGNUP COMMITTEE REPORT

By Deborah Healy and Marilyn Loperfido
June 14, Tuesday, 2022

INTRODUCTION

SignUp Genius (SUG) was originally introduced to the SBAACS members as a voluntary method in the form of an app to assign spaces to show members for Saturday Holiday shows. Use of this app changed the method of gaining a space by first come first serve method sometimes beginning at 4 am. The first-come/first-serve method had significant problems and thus was deemed unsuitable, and even though various committees sought to find a better method they could not. With the advent of easy-to-use digital apps, a workable solution in the app of SUG was finally found.

With the use of the SUG app, members could choose a holiday (or saturday) space in the form of an online auction opened at 11:00 am. Most spaces were claimed by 11:01 by those who were interested. Those who did not wish to use the app or those who decided to show later on, could simply appear on the day of the show and use any open space available. Use of this app continued for holiday shows until the most deadly advent of a once-in-a-century pandemic COVID. The show became closed indefinitely. When the SBAACS reopened prior to the arrival of the first COVID vaccination, few members were showing. Using this app on Sundays helped to fill in large gaps for new and existing members as the use of assigned spaces became impractical. Use of SUG for Saturday shows continued.

ASSESSMENT

Using this voluntary app for space assignment continued as more SBAACS members began to return. The Committee voted to continue the use of this app in _____ (date). Some problems arose with this app as well as some satisfaction.. This also became concurrent to the blending of both sections, art and craft, yielding renamed West and East Sections open to all media. Thus competition for spaces in the newly named "West Section" became significant and the probable use of Bots appeared. Assumptions and disagreements arose over not understanding space assignment principles and seniority. This has created some conflict between newly joined members with members who have seniority. Other members have reported that they often might not know until the last minute whether they could attend or not. Others disagreed with having to remove their name at all and choose not to do so. Ultimately, 27 Members (25%) signed a petition (reported to the Committee) or letters indicating their dissatisfaction with the use of SUG and asking for the use of a different app and the implementation of more amenable guidelines.

Concerns arose with members who disagreed with having to decide whether or not they would be showing in advance. They disliked having to sign-up weekly. Thus the search for an app that allows pre-population and data bases that talk to each other. The suggestion was made to pursue the use of the "SignUp" application to be implemented and that is what this committee has focused on. As the use of SUG is still voluntary at this time with no clear documentation the use of this app has been problematic yet positive. It is still useful for filling in gaps.

The question of continuing the use of SignUp Genius came in question when the Parks and Recreation PickleBall program decided to discontinue its use of SUG. It became known there was a prevalent use of Bots by their members, and their choice to use other methods of signing up due to the relaxation of pandemic practices and the change in seasons to spring and summer. Thus the SBAACS committee decided to pursue other signup apps and are pursuing the use of the SignUp (SUP) application. One reason is that both databases were not "talking" to each other in SUG, so the reservation list had to be manually copied and pasted into the reservation section. Other members required assistance in having staff reserve their spaces for them or to remove them. Thus, there was also a significant amount of time required of our senior staff member Jason Bryan, causing him additional staff time and also to be unable to attend another committee important to him each Wednesday..

SignUp allows pre-population by members who intend to show as well as staggered signUp times. This addresses those who wish to show every Sunday but are bothered by having to pre-register. This will decrease the use of staff time once this is set up. Yet others will still not support having to remove their name if they are unable to show for any reason.

The use of any sign-up app is not meant to be pejorative. However it is not embraced by everyone. Therefore, this committee has strived to suggest methods that will hopefully remove some disagreement and achieve the original goal of filling in the gaps of the show. Also we have tried to include the ideas that Jack Bailey and Jason Bryan have communicated. Below are listed positive uses of SignUP:

- Members who prefer not having to register every week will be pre-registered
- Members who cannot attend will delete their names thus opening more spaces to claim
- Removal of a member's name can occur on Tuesday
- Signing up for open spaces can occur on Thursday
- Members who are signed-up will still have until 10 am on Sunday morning to remove their names in order to notify other members of an open space,
- Members are encouraged to remove their names as soon as they are aware that they cannot attend.

GOALS

- Signing Up on any other day than Wednesday morning in order for our Senior Staff member (Jason Bryan) to attend to other responsibilities. Choice of day(s) should be that of Jason Bryan or whoever fills that staff position.
- Filling in of gaps so that both sides of the show are filled
- Relieve staff time required by using SignUp as much as possible
- Disagreements are removed and harmony is preserved.

METHODS

- SignUp methods are kept as close to the SUG app. Day(s) chosen for signing up are chosen by our staff member, in this case Jason Bryan. Clear documentation is provided along with emergency contact numbers.
- Members planning to show on Sundays will sign-up on the designated list which will pre-populate the open space list such that staff is not required to do so manually.
- Members who wish to try for a different space must give up their assigned space prior to choosing a new space. (This will be inherent in the application). If a member is not able to remove their name up through Sunday 10 am, there must be a way to contact Jason or the Monitor.
- Members who have been approved for space sharing will have their space available for auction every Sunday until the end date of their sharing agreement, (should this rule be approved).
- A random number function (lottery/auction) will be used to assign the order of claiming. Positive result: random choice is achieved. Links to easy tutorials have been added at the end of this document for your information to see the ways random order can be assigned. Individual or group time slots will be set up in order to achieve the goal of facilitating random claiming of open spaces.
- Also, assigning a new member to an assigned space in the East Section based on the date that they have entered the show would also help to close the gaps in the east section and help to rebuild it. They will also

be eligible to try for an open space using SignUp.

This committee does not support the issuing of citations for the use of this application and we strongly discourage their use. We understand that there are many reasons why circumstances can change between the time of signing up and the day of setting up where a number of choices appear, especially in the off-season. Should there, however, be documentation of a member abusing the system, the Committee can then make a decision as to how to move forward.

Citations take up extremely valuable time from both the Committee and our staff and create unnecessary drama for our show. All of this extra time is billed to the SBAACS. Rather we prefer encouraging members to use the resources we will make available so that SignUP can be used in a positive manner for the good of the show.

CONCLUSION

The use of the SignUp application is meant to be helpful to show members and to fill in gaps as well as hopefully rebuilding the East section of the show. It is, however, not meant to create more staff time. The positive is that the list of those who will be showing can be pre-populated thus saving staff time.

Finally, the use of intimations (suggestions) that spaces are being traded or sold or any reference to that effect has to be disabused. There is no support for this kind of language in our show. One event over 30 years ago does not mean this occurs. As a show we do the best we can and most of us act with the best interest of our show. The use of a sign-up application was a major effect of the Pandemic and changed an app from what was meant for only a Saturday show to now a positive method being used every Sunday. The Pandemic in and of itself has had a major effect on the show creating many gaps. We hope this application will help to achieve reduction of gaps.

HELPFUL SIMPLE URL TUTORIALS FOR RANDOM NUMBER ASSIGNMENTS

(used to assign the lottery and order of signing up)

- <https://youtu.be/icKppdnxJRk>
- <https://helpdesk.common.gc.cuny.edu/just-how-to-generate-random-numbers-in-microsoft-excel/?amp=1>
- <https://helpdeskgeek.com/office-tips/random-number-generator-in-excel-how-and-when-to-use-it/amp/>
- <https://www.howtoexcel.org/random-numbers/>