



CITY OF ALBUQUERQUE
OLD TOWN PORTAL MARKET ADVISORY BOARD
January 11, 2023 - Minutes

Board Members: Betty Panos, Charlene Kalbfell, Marylin Moquino, Ramona Tafoya, Sylvia Ramos Cruz.

City Representatives: James de Champlon, Steven Pettingill

Ramona established that there was a quorum and called the meeting to order at 4:00 p.m.

Charlene motioned to approve the Agenda; the motion was seconded and approved unanimously.

Sylvia motioned to approve the Minutes from the November 9, 2022 Board meeting; the motion was seconded and approved unanimously.

Portal Manager's Report: Prior to the COVID outbreak, vendors that required assistance for setting up and tearing down their spaces were asked to provide, on an annual basis, a doctor's notice or comparable document for consideration in their request for accommodation. Now that we are emerging from the pandemic and Doctors are once again becoming more accessible the Portal Market program will require renewed Doctor Notices for vendors that need assistance in setting up and tearing down their spaces. Notices must be turned in for evaluation by the Portal Market Manager by March 1, 2023 in order for vendors to continue to receive assistance. Any such notice provided over the next few months will be considered in the evaluation for assistance for the remainder of this FY23 permit cycle and for the duration of the FY24 permit cycle.

Meanwhile any vendor receiving assistance in setting or tearing down their space shall follow these rules:

- If assistance is coming from another member in the same Craft Unit then the member requesting assistance must leave the space – only one vendor from the Craft Unit in a space at any given time.
- If the assistance is coming from someone not in the Craft Unit, the vendor needing assistance may stay in the space to help direct the setup or teardown, but the vendor is not otherwise allowed to help in the setup or teardown while receiving assistance. If a customer approaches the space, the vendor must ask the person assisting to step away from the space while the vendor helps the customer. Only one person can be working in the space at a time.

The key for Chair Alley has not been returned. A new key has been placed in the lock box, the new combination is 2332.

- Please return the key immediately after use and scramble the combination.
- Lottery results including the daily "Promo Code" are always kept up to date in the holder on the back side of the Chair Alley door, please return any lottery sheets used, immediately after use.

Ramona Tafoya's term as Vendor Representative will expire in June 2023, an election for vendors to recommend a new Vendor Representative will proceed as follows:

- Nominations Start April 15, any vendor may nominate another vendor for consideration, all nominations will be confirmed with the nominated vendor. Send nominations to PortalVendors@cabq.gov
- Nominees will be submitted to Mayor by May 19. At this point nominees may submit applications in order to start the process of review and consideration by the Mayor.
- Election for Vendor recommendations will be held at the Orientation Meetings on June 9, and 10, and the results then submitted to the Mayor.

Consideration of the Cool Shift Rule: This rule as proposed would extend what is now the Shade Shift rule to a year-round rule, where vendors might shift from warm to cooler spaces in the summer and from cold to warmer spaces in the winter. The discussion over this rule change included the fact that the Shade Shift rule has brought on a confusion over which spaces might be available for shifting to, if not vendors just taking outright advantage and picking spaces without regard for Portal Market rules. On the other hand, the rule would allow for vendors to be more tightly bunched in the winter months, when typically, there are less vendors participating in the Market on a daily basis.

Sylvia motioned that the Cool Shift rule should be implemented, the motion was seconded, and the motion was defeated by a unanimous vote.

Old Business: There was no Old Business discussed.

New Business: Sylvia spoke about the newly formed Historic Old Town Association that is open to participation by Old Town; residents, merchants (including Portal Market vendors), service providers, and property owners. Questions about the Historic Old Town Association may be directed to:

oldtownabqneighborhood@gmail.com

Marylin brought up a concern that some of the vendors were having difficulty registering for the Lotteries. Vendors should not consider themselves registered for the Lotteries until they have received confirmation of their entry. If confirmation is not received within a few minutes, the vendor should call the Portal Market Manager at 505-768-3561 or 505-366-1605.

Upcoming Board meeting: 4/19/23, 6/21/23, from 4 to 5 p.m., at the Albuquerque Museum.

Meeting adjourned at 5:00 p.m.