



**CITY OF ALBUQUERQUE,
OLD TOWN PORTAL MARKET ADVISORY BOARD**

January 14, 2016 - Minutes

Board Members: Denise Pepin, Stella Naranjo, Lisa Carrillo, Alex Nunnally
City Represented by: James S. de Champlon

Denise Pepin established that there was a quorum and called the meeting to order at 5:15 p.m. Lisa motioned to approve the Agenda; the motion was seconded and approved unanimously. Alex motioned to approve the Minutes from the November 19, 2015 meeting; the motion was seconded and approved unanimously.

Portal Managers Report: We are about to start another round of Extended Blanket Checks. After the first round of Extended Blanket Checks several of the labeling conventions were modified as follows:

- Pieces with all Sterling Silver beads and a Silver Plate clasp may be labeled “SS Beads”.
- Pieces that contain Silver Plated beads must be labeled “SP”.
- “Sterling Silver” earring cards may only be used with 100% Sterling Silver pieces.
- Turquoise that has been stabilized but not otherwise treated may be labeled “Turquoise”.
- “Natural Turquoise” may only be used for pieces that have not been stabilized or treated.

Security: The question of Manny’s security company, VSM, becoming a security contractor for the City of Albuquerque and if VSM did so would the City then pay for the Portal Market security. In answer it was pointed out that the City already provides security in the Old Town area in general and that the Vendors choice to augment the City’s security with a private company was up to the Vendors.

LED Lighting: It is generally agreed by the property manager and the contractor for the property that by using LED lights it may be possible to put all of the Portal lights on one circuit. We are also asking that the lights be placed on a timer.

Parking: Our regulations state “Permit holders shall not park their motor vehicles in front of residential properties in the H-I Historic Old Town Zone during the times they are conducting solicitations or are making application for solicitation space”. After a brief discussion there was consensus among the Board members that as a matter of policy the City should not conduct Portal Market business with Vendors that are parked in RED Zones or in a manner that blocks access to Handicap curb cutouts.

Written Receipts: After a brief discussion it was generally agreed by the Board that as part of including craft unit numbers on receipts that the phrase “OT Permit # ___ “ should be included with the craft unit # so that customers might be able to better identify the origin of the receipt.

New Business: Denise proposed that a list of current artisans along with their permit numbers and preferred contact information be included on the City of Albuquerque’s web site under the Historic Old Town Portal Market Program.

Board meetings are scheduled for March 24th, May 19th, July 21st, September 15th, and November 17th. Dates as scheduled may be subject to change.

Denise Pepin announced the meeting adjourned.