



**CITY OF ALBUQUERQUE**  
**OLD TOWN PORTAL MARKET ADVISORY BOARD**  
**April 19, 2023 - Minutes**

Board Members: Charlene Kalbfell, Marylin Moquino, Ramona Tafoya, Sylvia Ramos Cruz, Dana Sherrill

City Representatives: James de Champlon

Public: Adonica Gravengood, Jackie Platero

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

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

Charline motioned to approve the Minutes from the January 11, 2023 Board meeting; the motion was seconded and approved unanimously.

**Portal Manager's Report:** The Portal Market manager has prepared a Biennial Report for the Mayor and City Council and will distribute to the Board for comments and or revisions. The Board might then formally vote to submit the final version of the report at the next Board meeting.

A call has gone out for nominations of candidates to fill Ramona Tafoya's seat on the Old Town Portal Market Advisory Board as Vendor Representative. So far there have been no nominations. Nominations will be accepted through May 15. Vendors may send nominations to [PortalVendors@cabq.gov](mailto:PortalVendors@cabq.gov)

The Portal Market manager asked that New Business be brought forward on the agenda to allow Marylin time to speak prior to the end of the meeting when we might otherwise run out of time. Without objection New Business was moved up on the agenda.

**New Business:** Marylin Spoke about the incident that occurred on February 11, 2023. She pointed out that the two main reasons behind the altercation were a reduced monitoring presence in the absence of the Portal Market Manager and that vendors had started switching spaces pretty much the day after the Portal Market manager had taken leave. The Portal Market Manager reminded the Board that the reason [portalvendors@cabq.gov](mailto:portalvendors@cabq.gov) had been established was so that vendors would have an avenue of communication to the entire Old Town team that could be used to report violations as they occur.

**Consideration of the Space Shifting Rules:** At the January 11, 2023 Board meeting the question of extending the Shade Shift rule from summer months to year-round was voted down by the Board. As part of the process a consensus was formed, questioning whether the Shade Shift or even the Security Shift rules were useful or were just causing confusion, which perhaps led to vendors just taking outright advantage and picking spaces without regard for Portal Market rules in the absence of the Portal Market manager. After further discussion on this matter, Sylvia motioned that the use of the Shade Shift rule should be ended, the motion was seconded, and the motion was passed by a unanimous vote.

Also, during this discussion, it was generally agreed that the Security Shift rule in a modified form should be presented to all of the Portal Market vendors for a vote. It was agreed that a modified Security Shift rule should be placed on the ballot along with the choices for a new vendor representative for the Old Town Portal Market Advisory Board. These ballots will be handed out at the Portal Market Orientation meetings to be held in June.

**Consideration of the Sweeping rules:** After a brief discussion it was generally agreed that sweeping by vendors on the Portal be allowed until 9:45 a.m. This will allow for vendors that have gotten a space at the 9:30 a.m. reassignment a few minutes to sweep out their space, balanced with allowing vendors that would rather not put their cloth down until after sweeping has been completed to wait until 9:45 to tape down their cloths. The use of hand-held whisk brooms with dustpans is still allowed throughout the day.

**Old Business:** There was no Old Business discussed.

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

**Proposed Board Meeting dates for FY24: 8/16/23, 10/18/23, 12/20/23, 2/21/24, 4/17/24, and 6/19/24**

**Meeting adjourned at 5:00 p.m.**