



**CITY OF ALBUQUERQUE,  
OLD TOWN PORTAL MARKET ADVISORY BOARD  
Meeting Agenda  
Wednesday, February 19, 2025 from 4:00 to 5:00 P.M.  
Albuquerque Museum, Conference Room**

**Marilyn Moquino.....Vendor Representative**  
**Dee Townsend ..... Vendor Representative**  
**Sylvia Ramos (Sitting member) ..... Property Owner Representative**  
**Vacant ..... Merchant Representative**  
**Dana Sherrill ..... At-Large Representative**  
**Steven Pettingill.....City Representative**  
**Carissa Galban.....City Representative**

- **Establish Quorum** (5 minutes allocated 4 - 4:05 p.m.)
  - Meeting called to order:
- **Approve Agenda** (5 minutes allocated 4:05 - 4:10 p.m.)
- **Approve December 18, 2024 Minutes** (5 minutes allocated 4:10 - 4:15 p.m.)
- **Public Comments** (5 minutes allocated 4:15- 4:20 p.m.)
- **Community Event Staff Report:** (5 minutes allocated 4:20 - 4:25 p.m.)
  - Vendor Participation Report
    - For the month of January an average of six vendors participated in the program daily
  - Lottery Participation
    - For this permit cycle, on average, only two vendors excluded themselves from participating in the Lottery
  - Studio Visits and Blanket Checks
  - Advisory Board Vacancy Update (Property Owner and Merchant)
    - Marilyn Moquino term ends June 1, 2025
    - Dana Sherrill term ends June 1, 2025
  - Reminder of Board Meeting dates 4/16/25, 6/18/25, 8/20/25, 10/15/25, 12/17/25
- **Old Business:** (15 minutes allocated 4:25 - 4:40 p.m.)
  - Casting pieces/charms guidelines discussion continued
  - Public Safety discussion continued
- **New Business:** (15 minutes allocated 4:40 - 4:55 p.m.)
  - Showing permits at reassignment
  - Discuss items for next Agenda
- **Final notes from Board/ meeting dismissed** (4:55 - 5 p.m.)
  - Meeting Adjourned:



**CITY OF ALBUQUERQUE,  
OLD TOWN PORTAL MARKET ADVISORY BOARD  
Wednesday, December 18, 2024 - Minutes**

Marylin Moquino.....Vendor Representative  
Dee Townsend .....Vendor Representative  
Sylvia Ramos ..... Property Owner Representative  
Charlene Kalbfell ..... Merchant Representative  
Dana Sherrill ..... At-Large Representative  
Steven Pettingill.....City Representative  
Carissa Galban.....City Representative

- **Establish Quorum**

- Marilyn established that there was a quorum and called the meeting to order at 4:01 p.m.

- **Approve Agenda: 4:03 p.m.**

- Marilyn motioned to approve the agenda; the motion was seconded and approved unanimously

- **Approve October 16, 2024 Minutes: 4:04 p.m.**

- Marilyn motioned to approve the Minutes for October 16, 2024, the motion was seconded and approved unanimously.

- **Nominations and Elections for Board Positions: 4:05 p.m.**

- **Chairperson** – Marilyn opted to stay on as chairperson, Charlene seconded, Marilyn was voted in unanimously.
- **Vice-Chairperson** – Dee opted to stay on as vice-chairperson, Sylvia seconded, Dee was voted in unanimously.

- **Public Comments: 4:10 p.m.**

- Public in attendance: Adonica Gravengood, Susan Baca, Christy Hales, Jess Zownir, Marie Coleman, Ramona Tafoya
- Marilyn shared that the lights on the Portal are on a timer and will be on for evening holiday shopping. Marilyn asked if there was an update on cleaning for the Portal. City Staff said yes, we can schedule cleaning of the sidewalk when requested.
- Susan asked if, in the event there are very few vendors are present on the Portal if it would be ok to freely choose a spot in the sun, the response was no.
- Charlene informed the group this would be her last meeting and that in two weeks she will no longer be a merchant in Old Town.
- Sylvia asked if anything was being done by the City to hire a Portal Manager. City Staff responded that the Community Event Staff will continue to manage the program as a team, allowing more accessibility for vendors.

- **Community Event Staff Report:** 4:28 p.m.
  - Advisory Board Vacancy Update (Property Owner and Merchant): Community Event Staff informed the Board that Marie Coleman's application is moving along. The application is currently sitting with City Council for approval. Marie's application is being processed as a Property Owner.
  - Marilyn asked City Staff if vendors would be allowed to vend in the park during Balloon Fiesta Week to provide opportunity for the most vendors possible. City Staff responded that it would not be an option because of the solicitation ordinance.
  - Reminder of FY25 Board Meeting dates 2/19/25, 4/16/25, 6/18/25
  
- **Old Business:** 4:45 p.m.
  - Handcrafted Guideline Rule 6. Slabs must be cut by the Craft Unit, Continued Discussion: A decision was reached that the existing guidelines, set forth by the previous Portal Manager, would be used to determine the guidelines for 'slabs.' Slabs must be cut by the craft unit and must include handcrafted elements as the focal point of the piece. Discussion on slabs was closed.
  
- **New Business:** 4:50 p.m.
  - Proposal for Reassignment times and operations: The board agreed to administer reassignment every half hour starting at 9:30 a.m. and continuing until 9 p.m. Sylvia motioned to approve the proposed reassignment procedure, Dee seconded, the changes were agreed to unanimously.
  - Public Safety discussion continued: Marilyn has been in touch with Old Town merchants to establish a 'Shelter in Place' plan for the vendors all of whom have agreed to welcome the vendors into their spaces in the event of an emergency in the area.
  - Casting pieces and fetishes: Discussion was had on premanufactured casting pieces and charms not being acceptable. Discussion will continue at the next meeting.
  - Adding a discussion on showing permits at reassignment for next meeting's agenda.
  
- **Final notes from Board/ meeting dismissed**
  - Meeting Adjourned: 4:59 p.m.