



**CITY OF ALBUQUERQUE**  
**OLD TOWN PORTAL MARKET ADVISORY BOARD**  
**February 20, 2019 - Minutes**

Board Members: Ramona Tafoya, Denise Pepin, Charlene Kalbfell  
City Representative: James S. de Champlon

Ramona established that there was a quorum and called the meeting to order at 5:30 p.m.

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

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

**Inclement Weather Protocol for Lottery and Reassignment:**

In all cases the Portal Market will follow the City protocol for both reassignment and lottery:

- If the City is on 2 hour delay, Lottery is canceled and a Portal Manager will come for the 1 p.m. reassignment to collect fees and monitor the Portal.
- If the City closes for the day there will be no Lottery and no Portal Manager presence for the day.
- The one exception will be cases where by 6 p.m., on a Tuesday evening extreme weather is reasonably expected to cause a 2 hour delay or closure of City facilities the following morning (and the City has not as yet posted a delay or closure), the vendor representatives with the consent of the Portal Market Manager will start the process of notifying vendors that Lottery has been canceled.
- In cases of 2 hour delay or closure vendors are welcome to take their assigned spaces or take spaces at the 9:30 a.m. or 1 p.m. reassignments, following protocol laid out in the Old Town Portal Market Regulations.

**Portal Manager's Report:**

During a discussion of the current round of studio visits the subject of recording studio visits and possible conflicts with confidentiality came up, the portal manager will review these concerns and report back at the next scheduled Board meeting.

**New Business:**

Various concerns over the Big Christmas tree and the Vendor Christmas tree were discussed, Denise agreed to bring possible proposals that she has been working on to the next Board meeting.

**Meeting adjourned at 6:40 p.m.**

The Old Town Portal Market Advisory Board meeting schedule for this coming year is:

April 17, at 5:30 p.m.

June 19, at 5:30 p.m.

July 17, at 5:30 p.m.

September 18, at 5:30 p.m.

November 20, at 5:30 p.m.

February 19, 2020, at 5:30 p.m.

The meetings will be held at the Sawmill Lofts Meeting Room, 1801 Bellamah Ave NW