



**CITY OF ALBUQUERQUE,  
OLD TOWN PORTAL MARKET ADVISORY BOARD  
Wednesday, October 16, 2024 – Minutes**

**Marilyn 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 p.m.

• **Approve Agenda**

- Marilyn motioned to approve the agenda; the motion was seconded and approved unanimously at 4:01 p.m.

• **Approve June 12, 2024 and August 21, 2024 Minutes**

- Marilyn motioned to approve the Minutes for June 12, 2024 and August 21, 2024, the motion was seconded and approved with the amendment that the October meeting date be corrected in the August minutes.

• **Public Comments**

- Adonica Gravengood, Robert Long, Bennard Dallas, Christy Hales, Curtis Clary, Ramona Tafoya, Maria (No public comments)
- A discussion was held about the promo brochure that Dee put together. The city representatives agreed to email a copy to the board and vendors. In addition, a new version will be made so more vendors can participate.

• **Community Event Staff Report**

- The Community Event Staff shared their notes from the Boards and Commissions training.
- There was a discussion about portal cleanings, the Community Events Staff will follow up.
- The Holiday Stroll will be coming up soon, the Community Events Staff will let vendors know about street closures for this and other events.

• **Old Business**

- Handcrafted Guideline Rule 6. Slabs must be cut by the Craft Unit. Discussion was held and tabled until the next meeting.

- **New Business**

- Marilyn requested the Community Event Staff draft a guide for a trial for daily reassignment times starting at 9:30 and additional reassignment times every half hour following until 1pm. To be voted on at the next board meeting.
- Dr notes for vendor accommodations for set up and tear down due in March.
- Discussion was held surrounding vendor and public safety during an active shooter or other emergency, Marilyn will talk with old town property owners and community event staff will look into training and guidance on shelter in place and evacuation procedures.
- Meeting was adjourned at 5 p.m.
- Next Board meeting is December 18, 2024 from 4-5 p.n. at the Albuquerque Museum
  - Next meeting dates:
    - 12/18/2024
    - 2/19/2025
    - 4/16/2025
    - 6/18/2025
- **Meeting was adjourned at 5 p.m.**

\*\*\*\*\***OLD TOWN PORTAL MARKET ADVISORY BOARD**\*\*\*\*\*