

**Oregon Country Fair Board of Directors' Meeting
December 6, 2010, 7:15pm in the EWEB Community Room**

Board members present: Diane Albino, Katie Cousins, Paxton Hoag, Lara Howe, Jack Makarchek, Deane Morrow, Jon Pincus (alternate), Indigo Ronlov (co-facilitator), Anna Scott (alternate for Chewie), Jon Silvermoon, Lawrence "LT" Taylor. **Absent:** John "Chewie" Burgess. **Peach Gallery:** 48 present at the beginning, 38 after the break. Andy Strickland served as timekeeper.

Agenda Review

Old business: Donation requests Consent Calendar- Oregon Supported Living Program, Reality Kitchen, Camas Education Network and Skipping Stones; Extension Service Food Preservers Program donation; CCPA membership; Budget- Treasurer's report, budget adjustments for groundskeeper pay and for legal fees; Revenue projection booth fee increase - tabled (Chewie); Five-year OCF Transportation Plan Task Group formation (Jon S); Peach Power charter revision - tabled (Anna); Appointments - Charles Ruff and Andy Strickland to the Community Center committee, norma sax to the Budget committee, Gene Ehrbar as co-coordinator for Cartography; Path Planning proposal (Lara); Direct the By-Laws Committee to craft the officer role for a Vice-President (Katie); Employee / Committee roles (Jon S); Community Center proposal - tabled (Lara); Spring Fling 2011 proceeds to Culture Jam (Paxton)

New Business: Donation requests for March - Project Homeless Connect (Chewie), Luper Cemetery, Fernridge Rotary Club (Lara); Appointments- David Tipton to the Path Planning Committee, Christie Watson as Water Crew co-coordinator (Paxton), James Bateman as Advertising/Media Crew coordinator (Indigo); form an ad hoc Hiring Committee (Diane); Advertising Budget for AM search (Diane); initiate a Special Use Permit Application (Jack)

Announcements

Michael Connelly officially resigned as co-coordinator for the Neighborhood Response Team. He said thanks for the opportunity to serve. He is looking for a new position.

The Fair's \$1000 support in 2005 for the LCC longhouse helped bring about the recent opening. (Joseph Newton)

Tonight's Culture Jam scholarship fundraiser is chewy ginger shortbread. (Jen-Lin Hodgden)

A sad item to report, Ande Grahn (Fair Central, Quartermaster, Kitchen) passed away recently. (norma sax)

The Guideline change request deadline is Dec 27th. They will be in the Board packets for the January meeting. (norma sax)

A crew volunteer is needed for poison oak removal work this winter. (David Hoffman)

Thanks are due to everyone supporting sustainable and green power projects. (Anna Scott)

My partner Blake and I are expecting our second child in June. (Anna Scott)

The Personnel Committee is soliciting letters of interest for a hiring committee. (Diane Albino)

Sunday, January 16th, 2011 is the date of the next Highway Pickup. Meet at the Warehouse at 10am, rain or shine. Please help keep the Fair neighborhood trash-free. The dates for the remaining 2011 highway pickups are Apr 17, Aug 14 and Oct 16. (Steve Wisnovsky)

Fair Family input is being solicited for the new OCF website. A link will be posted on the oregoncountryfair.net site sometime the week of December 20th that will connect folks to an on-line forum. Please share your opinions if you are interested. Building on the results of the on-line forum, an OCF website town hall meeting will be held on Saturday, January 15th, from 10:00AM to 3:00PM, at the Hilyard Community Center, 2580 Hilyard St., Eugene. Light refreshments will be provided. (Charlie Ruff)

Approval of minutes

Indigo moved, Katie seconded, to approve the minutes of the November 1, 2010 meeting. The motion passed 9-0-1. (Lara abstained)

Donation Requests

Donation status: The Board's donations for the year add up to \$14,750 so far. There are four requests on tonight's Consent Calendar totaling \$2800 plus a stand-alone request for \$1000. New donation requests for the March meeting are Project Homeless Connect for \$1500 (Chewie), Luper Cemetery for \$500, and the Fernridge Rotary Club for \$2500 (Lara).

Consent Calendar for November 2010:

1. Camas Educational Network, \$500 for general support (Jon S)
2. Skipping Stones, \$800 for gift subscriptions to local schools (Jon P)
3. Reality Kitchen, \$500 for start up funds (Jack)

4. Oregon Supported Living Program, \$1000 for a music program (Chewie)

Appreciation was expressed for supporting the Reality Kitchen. The Consent Calendar was approved by a vote of 10-0.

Deane moved, Anna seconded, to donate \$1000 for the Lane Extension Master Food Preserver Program. Molly Schworm stated the program needs the money for operating expenses so it can continue after the loss of tax support. The program needs \$30,000 per year in order to support the agent. David- All we need to do is provide the office support because the agent is funded. Joseph- donations are the voice of the OCF and passage demonstrates the will of the Fair. **Board discussion:** Lara- how much money is already collected. Molly said \$19,000. Jon P- affirmed Joseph's and David's comments. This donation will make a public statement of the Fair giving support that is in line with its values. Anna- the Extension program should consider applying to the Fair's endowment programs. Extension can support the Fair's long term planning, outreach, and garden work. Paxton- the value of this program is teaching people how to preserve and thus create better quality food. I'd like to see a canning center in our community kitchen. Jack- home grown tomatoes are very satisfying. Lara- sustainability is important. Should the money for this come from the change line? LT- Extension has been funded for many years and the program remains important. We should be happy to support it. The motion passed 10-0.

Anna moved, Lara seconded, to extend the OCF membership in CCPA for \$1200. Bob Fennessy, representing the WOW Hall, expressed thanks and invited everyone to the show on Saturday night. **Board discussion:** LT- remarked on the importance of the Fair's support for the institutions that characterize Eugene, like the WOW Hall, along with Grower's Market, Saturday Market, White Bird, KLCC and KRVM. Jon S- asked if there are funds for memberships in the budget. Anna- our support helps get the word out to others to support the WOW Hall. The motion passed 10-0.

Budget

Treasure's Report: Hilary Anthony- The budget process is on track and the first part, operations, is wrapped up. Capital projects are next. This the second year of a two year budget cycle so the work is mostly for adjustments and additions. The focus has been to get more documentation and history developed in the non-crew areas and Lucy is due thanks for her efforts. The information will improve the reality of the process.

Some Revenue Projection recommendations were tabled and may be acted on next month or maybe not until next year. The Craft Committee was loud and clear in opposition to the proposed booth fee increase. If the makeup of booth fees is deconstructed, \$100 is the basic booth fee and the rest of the fee is for passes and parking. The proposed increase was to the \$100 part which has not changed since it was started in 2003. A change to the pass fee would de-couple the fee from its present match to the S.O. pass. It should be noted there have been fee increases in other areas in past years in order to keep up with inflation and new expenses. A point of philosophy about the Fair is how our fees support the concept of the Fair as a special event and a special organization. All the participants and volunteers share in creating and supporting this event and caring for the land and facilities. This fee change will probably be discussed again.

Tonight we need to adjust for two budget shortfalls. One is for the groundskeeper payroll which exceeded the budgeted 1/2 time level. The half time employment was established to enable health insurance coverage. The extra time worked in the busy summer months has resulted in a \$5462 budget shortfall. This seems to be a supervision problem.

Jon P moved, Paxton seconded, to adjust the 2010 budget by \$5462. Peach Gallery: Steve Wisnovsky- there were 5 or 6 months of full time work in the summer that was going to be balanced out in the winter but that didn't jive with the health benefits requirement of 20 hours per week. The work was there and, at times, it is critical to have two people working together. We need to bring Jeff up to 3/4 time. Hilary- efforts were made to create a realistic budget at the beginning of the year and failing to live with the budget plan is frustrating. David Hoffman- make the caretaker a full time job or get him an assistant. Charlie Ruff- this is an hours-worked and health care related issue that conflicts with the actual workload that peaks in the summer and falls off in the winter. The budget should be adjusted to 3/4 time to give Steve more flexibility. Joseph Newton- These kinds of problems are encountered in other institutions. Jen-Lin Hodgden- the part time employment was raised to the 1/2 time level last year so we could provide health benefits. It seems like no one was paying attention to the hours being worked. Vigilance is needed. **Board discussion:** LT- we almost always get good value for our wages and Jeff is no exception. Paxton- I supported a 3/4 time level last year and now think we should go to full time. Jon P- Hilary's frustration is appreciated but the hours needed are actually playing catch-up with the reality of the property needs. Jeff should be moved to 3/4 time. Deane- Jeff is always there and helping and should be on full time. Jon S- asked Hilary if the \$5462 would come off the Fair's bottom line net income of \$66,431. Hilary- the net income would be reduced. This issue was underway for the last ten months and nobody copped to it. Jon S- the request for a budget adjustment should have come much earlier and is a failure of supervision. It should have been raised well before December. Lara- our employees are so naughty!

We have really great employees and Jeff's time should be raised to 3/4 and the budget should be adjusted. The work is getting done. Jack- Jeff is a hard worker and this is not a performance concern. The motion passed 10-0.

Charlie Ruff- due to unplanned legal needs in late summer associated with the ED employment change, we incurred extra expenses of about \$3500.

Lara moved, Katie seconded, to add \$3500 to the 2010 ED budget line for legal expenses. Peach Gallery: Kiwina- these back to back employee related issues show how these things, through the money discrepancies, eventually become public knowledge. The extra fees necessary for the legal work were known in the late summer. **Board discussion:** Jon P- the recent administrative transition can make things tougher to track. Paxton- the line item budget should just be allowed to overrun and be dealt with by the budget committee, however, the Fair policy is to keep it in balance as we go. The motion passed 10-0.

Diane moved, Deane seconded, to authorize a "step up to the plate" bonus of \$4000 to the Operations Manager, \$3000 to the Administrative Assistant, \$1500 to the Site Manager and \$1500 to the Office Assistant, all amounts net. Board Discussion: Deane- this is a no-brainer. Jon S- will this \$10,000, along with the recent \$50,000 for the community center fund, and the other budget adjustments, all come out of the Fair's net income of \$66,000. Hilary- this will diminish our carry forward funds. **Jon S moved, Paxton seconded, to amend the motion by reducing the amounts by half. Peach Gallery:** Jen-Lin- the bonus helps get past this year's staff dilemma and the Personnel Committee would like to revisit this in 2011. Hilary- defining the amount at a net bonus means the Fair will actually expend about 50% more to cover the taxes, insurance and health contributions. norma- I am grateful for this gesture from the Board but I've been on a sabbatical for much of this time and don't feel I deserve this. Steve- the site work was not significantly affected so "no thanks". Joseph- ED transitions are expensive. Charlie and others had a big extra workload. Bob- asked if there was already some payroll allocated and not used. Hilary- those funds were used for the severance package. Spirit Leatherwood- this covers the last 4 months and there are more months to come. **Board discussion:** Lara- don't we have such horrible employees? norma is so meticulous and is part of a hard working staff. They all deserve credit, including Steve. Anna- ditto. Paxton- the transition was very hard and difficult, hard on us all, and a bonus is a good idea. However, the initial amount in the motion is too large for our OCF finances. The amendment to the motion failed 2-8 (Jack, Diane, LT, Deane, Anna, Katie, Lara and Indigo opposed). The motion passed 8-2 (Paxton and Jon S opposed).

Jack moved, Katie seconded, to pay a holiday bonus to all employees in the amount of \$500 for full time and \$250 half time, all amounts net. Peach Gallery: Doug Richards- for clarity, the gross amounts should be used. Hilary- the funds for this motion are already in the budget and won't affect the Fair's net income. The motion passed 10-0.

Old Business

Jon S moved, Deane seconded, to form an ad hoc committee to explore developing a Transportation Task Force that would identify and assess immediate, intermediate, and long range transportation needs and goals, both internally and externally, as well as for the public, Fair Family, and operations. As a first step, letters of interest are solicited from the Fair Family; such letters should specify relevant experience and skills in transportation planning and/or delivery that the applicant will bring to the exploratory committee. Peach Gallery: Steve- what is the expected outcome in 5 years? Jon S- this could be a comprehensive plan for moving people and things at the Fair and getting people to and from the Fair. Some ideas include parking changes, use of the rail line from Eugene, and hauling peoples stuff to the site so they don't need cars. A longer term comprehensive view is better than year to year changes. This motion is to plan the process, not do the planning. Steve- Operations has been doing this work for years. We have been revamping facilities and have enabled higher attendance numbers. Many things are already in the works. Joseph- the initiative is great and there are many stakeholders. Charlie- the idea is to flesh out and explore the bigger issues and consider sweeping ideas. At first, the group would probably be just advisors and specialists to kick around ideas and possibilities. The potential is there to change the current paradigm. Kiwina- sounds like a prudent and wise proposal. Entrance changes, cart central, the bus service from Eugene, and eliminating the Sunday evening drive through the eight were all good. Cart Central helps. In the next five years new internal and external possibilities will exist. Kirk- this sounds like a LUMP or Path Planning type of committee and the key will be the ability to implement the proposals. **Board discussion:** LT- we find that many people come forth with valuable skills when the need arises. Lara- the motion calls for an "ad hoc" committee and so Board action is not required. Jon should just invite interested volunteers to send him letters of interest. Otherwise, take "ad hoc" out. Jon S- I'll take "ad hoc" out. Jon P- this is a necessary process and using a committee to shape the process is a good step. As I understand it, this group will not make proposals but will flesh out the process. Paxton- Operations should be involved. All committee's are Board committees. We need to think about a good bike route to the site and about shuttles to the site from in and around the Veneta. Jack-

we will keep picking away at the transportation problems. We are a gathering, we are all in this problem and we are all too reliant on the status quo modes of transportation. Vehicular traffic is probably the biggest threat to destroy the earth. A committee to discuss this is a good thing. Katie- I support this. Thanks, Jon. Deane- a committee to help Operations is good. Anna- my colleagues on the Board know that the Peach Power Committee work's on environmental issues and that includes transportation. The Peach Power Committee also has funding from the green ticket allocation. Interested people might consider bringing their energy to Peach Power to work on these issues. Charlie- is this motion for a committee or a task force? Jon S- it's for a group of people. Hilary- a committee has an ongoing life. Indigo- can we amend it to a task force? Jon S- we'll have a task force to explore setting up a task force. Diane- I support...something. We all have cars but we have no alternatives. The long walk for the public is also a concern. A committee is ongoing and a task force is temporary. Jack- either a committee or a task force can be used to get to a task force. Jon P- how about a working group? Jon S- I'll take Jon's suggestion and amend to... **a working group to explore developing a Transportation Task Force.....** Deane agreed. The motion passed 9-1 (Anna opposed). The Board took a break from 8:45pm to 8:55pm.

Paxton moved, LT seconded, to dedicate the 2011 Spring Fling raffle proceeds to Culture Jam.

Peach Gallery: Jen-Lin- indicated she supports the idea. norma- the Spring Fling makes about \$650 or \$700 each year. With this proposal it would become a focused Culture Jam fundraiser and it will be easier to solicit donations. Charlie- this will help revamp and rethink the Spring Fling with a bigger emphasis on the raffle. Chris- make it retroactive. **Board discussion:** LT- focused fundraising is more effective. The motion passed 10-0.

Katie moved, Anna seconded, to direct the By Laws committee to craft an officer role for Vice-President. Board discussion: Lara- this is a good idea. We are fortunate to have Jack in our leadership position but someday he may want to step back. A Vice-President could be prepared and knowledgeable and could be very helpful at times. Anna- this goes hand in hand with the Board intention for succession planning, similar to how the Board requests crew leaders and coordinators to pass on knowledge and experience. LT- orderly succession is the key to continuity. The motion passed 9-0-1 (Jon S abstains)

Lara moved, Indigo seconded, to direct Operations staff to enhance the entry experience for the public. Peach Gallery: Hilary- what does this mean? Lara- Chewie asked me to make this motion. It's to enhance the entry areas. Hilary- this is not specific so what is to be done? The Path Planning report has a lot of parts and this piece needs to be clear. Spirit- this motion is too broad and needs some detail. Mark- this motion will empower Operations to consider budget needs and be ready for the capital projects process. Lucy- it's not specific enough. Joseph- was this advanced by a committee? Dennis- as co-chair of the committee, the motion is intentionally vague and is just asking the Board to get behind the concept. The cost may be zero. Kirk- the Path Planning report comes from 3 years of work and there was a struggle about how to present these proposals, as motions or as recommendations. There were three major study areas and the entrance was one of them. Taking steps now to improve the bus area is needed. Spirit- safety at the dragon should be considered first. Ambience could be used to minimize budget impacts. Wally- the key work in the report is about Gypsy Way and those affected want to know all the options. Justin- the committee wants a vote of confidence for the approach. Last year there were some flags and sound structures along the entry. The committee looks forward to the work of enhancing the public's experience and the motion is vague by design. Joseph- a plan should be published for review. Steve- dittoed Justin. This is not the main item for discussion in the Path Planning report. Dean Middleton- there are 13 people here from the Path Planning Committee and there has been 3 years of study and work. The document is specific even if the motion is vague. Lucy- If the plan is concrete and specific then it should be presented as a whole. Dennis- a vote in favor is a vote to trust Operations regarding the entry. Steve- Chewie is the Board member from Path Planning who supports this report. He is gone and Lara is a fill in. Hilary- the references on page 7 are helpful and they describe the area and the idea. More specifics in the motion would be helpful. **Board discussion:** Lara- amended the motion to read **....to enhance the entry experience for the public starting at the line in the sand and including the Pole Star area, Dragon Plaza and the Bus Stop.** LT- thanked the committee members for doing some remarkable work. The important aspect is how people need to have a stake in a place. There will be three motions from this work for the three areas of Entry, Gypsy Way and Craft Lot. The front should not be fixed until Main Camp is moved. It's prime, public area, real estate. Paxton- thanked the committee. The motion to improve the entrance should be a motion for Path Planning to make a plan and do the job of getting real designs adopted. Anna- do we have the Operational staff to do the work and do we need capital project money? What was the minority opinion of the committee? Can we get to see the genius of the Operations crew? Jack- there is too much direction in the report, we are artists and we work in the moment. Just as we rely on our entertainers, so we rely on our artists. When it comes down to action, we hash out the capital projects but creations always take a whimsical and unexpected direction, where we can show our courage, to bring about the art. Jon P- as a committee member, I have lots of visions in my head, but as a Board member, we need

specificity and geographic information. These entry enhancements do not require a Board motion. They are things Operations and Ambience would normally do. Major changes, such as the one described in Dean Middleton's daughter's beautiful plan for the path from the Line in the Sand to the Dragon, which I strongly support, require capital project proposals. Lara- this is a committee of the Board and they need direction and appreciation. Kirk- responding to Paxton, a subcommittee will develop the design and we might be a little ahead of ourselves. **Lara- I move to table this motion. Jack seconded.** Paxton- I have an alternative motion and am opposed to tabling. The motion to table passed 7-3 (Paxton, Jon S, Deane opposed).

Lara moved, Indigo seconded, to direct Operations staff to open Gypsy Way as a public space for the 2011 Fair. Peach Gallery: Dennis- this is desperately needed in order to have more booth space options. Lucy- a presentation of the plan would help us all understand the intentions. Kirk- for this motion, refer to the Gypsy Way #2 map on page 9 of the report. This report has been on the website and the maps were up at the last Fair. This change is needed. Wally- I've been against this but about 70% of the committee members are for it so it's got to happen. Ratification is needed now in order to give people time to object and prepare. Joseph- support the work of the committee and what they published. Dean Middleton- the Path Planning work has been brought to the Board on a monthly basis, surveys were done, and signs were placed. Preparations have been thorough. Hilary- this work was challenging and the work was hard. The report should be used in ways that will get group participation and help people understand. It's hard to get booths to move and feel good about it. There needs to be background work and discussion. Justin- this will enhance the Fair. Five replacements booth spaces are needed each year and right now there are only spaces from the 1 year temps. There are receptive audiences on the upper river loop because they see their booth space disappearing each year. The pinch points on the paths need to be relieved for a better experience. We need Gypsy Way. Even small changes can make big differences. Michael- I was opposed at the start but support the plan now. We need to get Crafts Lot open too. The Gypsy Way opening is a good prelude. Chris Browne- we are a community of artisans and not architects so detailed plans are problematic. The general plan is presented and now we need to be creative to carry it out. Charlie- new added path space is needed to have a viable river option. The Board needs to say yes in order to translate committee work to action. These are not huge displacement issues but the changes will be immediate and significant. Steve- echoed the statements; it's necessary. The paths have not been expanded. Go to the website, <http://svtango.net/ocfpathplanning/>, to review all the information. There are unmet needs and promises still unmet. We need Elders space, porta-potties, and we need replacement space. Paxton- asked for a point of order on time. Steve- Gypsy Way is in a unique position and can serve as an entry for many staff camps. Fair participants are already talking about moving in. Please support this. Mark- appreciates Path Planning's work and asked that Gypsy Way be considered as a concept. It's a small area but it will be clear cut and there are alternatives not presented. Suzanne- we've wanted to do this each year for 3 years, but it has taken this long to get buy in from the design charrettes and a lot of hard work. This is important work and the Board should trust the committee and share the sense of urgency. Colleen- people are worried about the river bank. Crafting is a livelihood and some crafters need a new place. Failing to plan is a plan to fail, and it's taking too long. There are also other issues like hand-washing and safety and congestion. These enhancements are necessary for the Fair. **Board discussion: Indigo moved to table and put the plan in the minutes. Katie seconded. Peach Gallery:** Charlie- the bullets from page seven should be in the minutes. The full report is on the website.

Path Planning committee recommendation #2 to Develop Gypsy Way (GW) as a new public space: -- Designate area to be developed for public use within GW, --Relocate 25-150 campers from GW, --Relocate 5-10 vendor's booths (from E 13th and river bank) to GW, --Add one-year-only booths, education, service booths, non-profits, childcare, and one year only small-stage entertainment, --Develop infrastructure: fences, booths, water, hand washing, gray water, toilets, recycling, benches and parks, --Move Kid's Loop, Mellow Space, to GW (vacated space to be used for temporary booths), --Open new family entrance from Snivel Lane.

Board discussion: Jon S- called the question on the motion to table. The motion to call the question failed 5-2. **Peach Gallery:** David- tabling this motion is an injustice to the campers who understand it's time to move. The meetings have been underway and the issues were thoroughly discussed. Dennis- make and pass a motion to do this. Otherwise, it will be too late for a capital project budget request. Kirk- Two booths already need and expect a new space so deal with this tonight. **Board discussion:** Lara- Don't table, the information is detailed and the committee was very thoughtful. The committee tries for win-win situations. Katie- a motion to table is not unusual and implies no disrespect to all the work of the Path Planning Committee. This is the first time this plan has come before this Board, and it may take more than one meeting to get to a decision. Deane- don't table this. The motion to table failed 2-8 (Jack, Diane, Paxton, Jon S, LT, Deane, Anna and Lara opposed) Deane- we should try to move forward. I have changed booths and it worked out fine. Lara- amended the motion to say **...as in Gypsy Way planning map #2.** Paxton- this was voted down twice in the past. The best use of the area is as a green area. It needs to be part of a larger discussion about Main Camp, Bus entry and Recycling. This path is a cut-off loop and they always fail. Jack- the objections are in the past and now the real

crux is the Crafts Lot discussion. If the Gypsy Way plan is coupled to moving Main Camp, that would be welcome but it's still an imperative to do something for the public. Jon P- agreed with Paxton that the best use of the area is green space. It's the magic curtain between the public and the backstage entry. The planning process has proceeded with most folks having an incorrect idea of the amount of space available. Throughout the process Gypsy Way has been shown at a larger scale than Crafts Lot. The Gypsy Way planning map must be reduced by 66% to make the scales match. The loss of buffer and ambiance after the area is cleared and developed might be shocking. **LT moved, Anna seconded, to extend 15 minutes.** The motion passed 10-0. Diane- Five to ten booths is small with respect to the impact this will have on our green space and as a buffer zone. It doesn't work well. Anna- we are not following the recommendation of committee, not getting to cohesiveness, and are going back and forth so I will vote for this proposal on principle. LT- necessity is not the issue about opening up space; there were posted signs and surveys and statistics. The impression of this motion as a diversion for Crafts Lot is a concern along with the cutting and the groundwork. I came intending to vote "no" and hoped to get to "yes". I'm still working on that. Katie- I never liked this plan and think the best use is as a buffer or green space. I might have been convinced to vote in favor if we had tabled the motion and had time to think about it but, due to the pressure to decide, I will vote no. Jon S- It seems we are being asked to make decisions that will make the upcoming workshops meaningless. I want to make sure all campers in that area will know where they can go next so the earliest is probably 2012. The motion failed 5-5 (Diane, Paxton, Jon S, LT, Katie opposed) Paxton asked for a new business item entitled "Direction for the Path Planning Committee."

Paxton moved, Indigo seconded, to appoint Gene Ehrbar as co-coordinator for Cartography Crew. The motion passed 10-0.

Member Input

Jack- The Assistant Manager Job Description should be in the minutes:

OCF Assistant Manager Job Description (Draft November 2010)

Position Purpose: The Assistant Manager (AM) is a full time position responsible for providing regular and direct support to the Operations Manager (OM) of the Oregon Country Fair (OCF). The AM will assist in the safe, effective and efficient management of OCF organizational and event operations. The AM will be involved in the prudent management of the delegated budget resources and successful management of the properties, assets and systems owned and maintained by the OCF. The AM will be trained and involved in the bookkeeping, financial and other office systems of the OCF organization and event. The AM will be involved in the development, management and implementation of the OCF website and social networking media as well as training OCF volunteers in the use of those systems. The AM will work closely with OCF coordinators to facilitate organizational communication and assist in the supervision of crews and individual volunteers. The AM will participate in the coordination of volunteer activities and projects. The AM will work with a high degree of independence and will provide planning and assistance, including volunteer recruitment and organizing for year-round activities on and off OCF properties. Specific responsibilities will vary based on specific job requirements.

Job Location and Working Conditions: The AM will work primarily from the OCF town office and shall be provided office space therein as well as access to office space at the OCF site when appropriate. The AM shall be required to live on-site during Main Camp, with the exception of days off.

On-site working conditions require the ability to climb, step over objects, and maneuver through loose, wet, or uneven surfaces similar to those of a construction site. The ability to lift and carry seventy (70) pounds, and to open and close gates and warehouse doors, and to walk, stand, and sit for long periods of time is essential. Occasional participation in work parties that include physical labor is expected. The use of two-way radios and other communication equipment deemed suitable or necessary is also required.

Scope of Authority: The AM will be directed and supervised by the OM and will confer with the OM at least once a week, but will work with a high degree of independence and discretion. The AM will be an active member of, and participate in, the OCF management team.

The AM will assist in the implementation of management decisions and operational procedures and systems including budgetary, financial, communications, internet and social media.

Essential Job Functions, Year-round Duties and Responsibilities: The AM will work with the OM and management team on operational planning and implementation, as delegated. The AM will be responsible for working with appropriate staff and volunteers to develop and manage a system for year-round communication and dissemination of information throughout the organization.

The AM will help the OM and AA develop, implement and maintain the OCF website. The AM will develop and manage a training program for the OCF website and other relevant IT systems for the full spectrum of staff, volunteers and other necessary users.

The AM will work with the OM and AA to maintain budget and financial systems with an emphasis on day-to-day accounting tasks. The AM will help develop and implement new record keeping systems and assist in maintaining existing systems and archives.

The AM will be responsible for facilitating OCF coordinators' access to organizational and administrative materials, relevant systems training and volunteer recruitment and assistance.

The AM will be involved in managing safety issues on OCF properties during the event and year-round. This includes, but is not limited to, responsibility for implementing, disseminating and evaluating OCF Emergency Response protocols, safe working practices of the volunteers, volunteer insurance policies and safe site conditions.

The AM will maintain and monitor an inventory of assets and infrastructure.

The AM will attend the annual evaluation meeting and work with the OM, AA and other OCF staff to update and maintain the operations manual and Guidelines. The OM may, from time to time, ask the AM to attend meetings of relevant committees or groups.

The AM will work with OM, AA, Site Manager and Quartermaster to procure and oversee the use and return of rental equipment as necessary.

Critical Skills and Abilities: --Ability to work independently with a high degree of discretion --Ability to regularly and directly assist the OM in the management of operations of the Fair --Ability to organize, plan, facilitate, direct and delegate --Understand budgeting, financial and accounting systems --Experience in planning and coordinating special events --Ability to effectively communicate with diverse individuals and groups --Strong computer skills and knowledge of web-based programs and systems --Strong oral and written communication skills --Demonstrated skills in leadership and problem solving --Ability to positively motivate and efficiently organize people on-site including volunteers --Develop systems for repairs and maintenance, inventory, etc. --Must be physically capable of performing required tasks --Ability to act quickly and effectively in an emergency --Ability to develop and maintain paper and electronic systems.

Education and/or Training: Demonstrate an educational, training, or experience level in an appropriate discipline adequate to fulfill the essential job requirements. The AM will acquire basic first aid and CPR certifications within two months of hire date and keep these certifications current. OCF experience is preferred.

Assistant Manager Job Description - Board review comments:

RE Position Purpose -- "The AM will be trained and involved in the bookkeeping, financial and other office systems of the OCF organization and event." Delete office. Will the AM be involved with other systems than just office, i.e., as in water systems, waste systems, transportation systems etc?

RE Job Location -- From the OCF town office and onsite as needed. Delete when appropriate. This space should always be available.

RE Working Conditions -- "The ability to lift and carry seventy (70) pounds" What is this based on? 70 pounds seems like a lot.

From Essential Job Functions -- "The OM may, from time to time, ask the AM to attend meetings of relevant committees or groups." Change 'may' to 'will'. It is very important for management to be in touch with committees and other groups.

From Critical Skills & Abilities -- "Must be physically capable of performing required tasks." Is this necessary? Was the skill(s) of project management or coordination discussed for this position?

RE Education & Training -- "OCF experience is preferred." This person must be fair family already. We can and should hire from within.

Staff Reports

Operations Manager: Charlie- Thanks to everyone who participated in the Personnel workshop on November 8th, it is very important work for the organization. Now that 2011 budget process has drawn to a close our focus has shifted to all of the year end organizational work that has to be completed in order to put 2010 properly to rest and make sure we are prepared for a running start to the New Year. We are working very hard to do this before we close the town office for the holidays and there is a lot to be done in the next few weeks. The office will be closed starting Monday December 20th and will reopen on Monday January 3rd. I want to invite you all to participate in the on line forum dedicated to the new OCF website. This will be up and running sometime the week of the December 20th and you can find a link at the .net site. This is the first phase of the new website project and will be followed by a town hall meeting on January 15th at the Hilyard Community Center. We want to know your opinions and wishes and these are two ways to be involved and have your voice be heard. Finally, I want to say thank you to everyone in our very large Fair Family for another great year and wish happy holidays to all!

Committee Reports

Elders Committee: The Committee met in the OCF town office at 7 pm on November 18th, with seventeen people in attendance. Seventeen new Elder applications were verified and approved with one additional application requiring further verification. This makes the total of qualified Elders to date, five hundred and twenty four (524). The Committee reviewed the results from the Elders Retreat held on the sixth and seventh of November at Alice's. There were thirty eight people in attendance which allowed for some very lively discussions covering a variety of topics which included Elders camping issues, Still Living Room projects and developing an Elders news letter. Committee members went over the 2011 budget request process which was due by the end of the month. The Elders are now classified as a Non-Crew and are no longer a part of the Inventory crew. The Committee has been asked to explore the possibility of the Elders being a part of a proposed archival project to help catalog and preserve the fair's history. The Elders Committee Christmas party meeting will be held at the WOW Hall at 7 pm on December 16th, in the down stairs lounge area. The next regular committee meeting will be held at the town office on January 20th, 2011.

Path Planning Committee: The committee met on November 14th, at the Hub Yurt with eighteen people in attendance. An in depth review of a summary report to the Board of Directors was made and last minute adjustments were recommended to be included. This report is included in the Director's board packet for this meeting. Continuing work is being done to develop sub-committees to start work on various programs related to the Path Planning report just submitted to the Board of Directors. The committee chair persons have started a review of the current members of this committee to determine their active involvement and also recommended three new people be submitted to the board for inclusion as members of the path planning committee. After much exchange of ideas and comments concerning the changing of the name "Gypsy Way" to something else, it was decided by a majority vote of the members present at this time to leave the name alone. Due to the upcoming holiday season and too many prior commitments by the members, the next regular committee meeting will be January 16th, 2011, at either the Hub Yurt or Alice's, depending on the weather.

Community Center Committee, 11/29/10: Present: Steve W, Lara, Andyman, Mark P, Hilary, Thom, Indigo, & Charlie; Not: John Burgess and Jon Silvermoon; Scribe: Jen-Lin

Agenda: *Committee Appointments *Thom, Charlie & Steve's Report *Upcoming BoD Motion *Gmail account

Committee Appointments: The CCC will ask the Board to appoint Andy & Charlie to the CCC; their letters or interest are already submitted. Approved!

Thom, Charlie & Steve's Report: Thom, Charlie, Steve and Jack met with the Fair's attorney and the Fair's land use attorney re county permit regulations for lands purchased after 1984. Additional permits would stack on top of, and would not alter, our existing non-conforming use permit. They would not affect the properties' liquidity. Current permit process requires 90-100 days, although it has been known to take up to 150 days, for a decision. Special use permits are concerned with external conflicts (relations with neighbors). The Fair wants to be conscientious and reasonable to maintain good relationships with our neighbors.

Motion for December Board Meeting: Hilary will draft the CCC report. She will include the board's directive to the committee as well as the results from the survey* (as an appendix) and the work session. All of which is synthesized into the committee's recommendation for the next step in the process, phased building design for a kitchen capable of feeding 1500 people beginning with seating outside and eventually a dining/meeting hall. The next step will be choosing the site.

Andy, what's the process flow-chart? Thom, the process was identified early on. We currently want Board approval to go to next stage, i.e. design charrette

Lara would prefer to read the committee's report into the minutes and table the motion until January. This way the motion will be included in the board packet and the membership will be more informed. The committee approved motion: Lara & Indigo will "move to accept the CCC's recommendation to continue developing the community center project." (*Jen-Lin will send a summary of the survey results to Hilary.)

G-Mail Account: Indigo asked the committee for support on using a gmail account she created many months ago. It's still active with some original documents listed in .doc section. The CCC could use it internally and/or receive feedback from the membership. Committee minutes could be uploaded and then edited by any CCC member before they are published. Some CCC members need a tutorial to use this tool. Indigo will play with it a bit and then send instructions to the committee. It may not be two-way interactive, but folks could begin reading minutes.... This is the beginning of the archives.

Indigo offered to develop and initially maintain a CCC website that would allow the CCC to reach out. The committee would decide which documents are public or ready to be shared publicly. Andy – this adds transparency; it feels as if we're building something, feel the momentum increase. As the project gets bigger and the website is rich with content we'll be able to use it for fundraising.

Show 'n' Tell: Andy -- Modern Architecture A-Z – a new book for our fledgling library/resources and design inspiration....Lara – 18 eggs from her beautiful & prolific chickens...Hilary purchased two books on kitchens a

while ago... Steve – Has anyone seen his book, How Buildings Learn, by Stuart Brand?...Where's the library? – There's a small collection of books upstairs. It would be good to formalize it more...

Calendar & Tasks: No meeting in December... Hilary draft committee report for Dec Board meeting...Jen-Lin forward survey summary to Hilary

Reposting the proposed committee meeting dates: January 24 (4th Monday) February 17 (3rd Thursday) March 21 (3rd Monday) April 18 (3rd Monday) May 14 (3rd Monday) June 20 (3rd Monday) July 25 (4th Monday) August 15 (3rd Monday) September 19 (3rd Monday) October 17 (3rd Monday)

Community Center Committee Recommendation Report to the Board: 2 Dec 2010. The CCC recommends that the OCF board support the continued efforts of the committee to develop a concept for an OCF Community Center.

What this means: The CCC is asking the board for feedback and support. The CCC has conducted investigations, as charged, and would like to proceed to develop a concept for a CCC. The CCC is not asking for a commitment to build. We are asking for your support to continue to refine the concept we are presenting in terms of design elements, location, funding, and construction plan.

We would like to continue as we have been working—involving fair family, conducting research, and creating proposals for the board to consider.

History: In Feb 2009 the OCF board formed a committee to investigate the building of a community center on site. In April 2009, committee members were appointed. The committee has met approximately monthly from that time to now (with some attrition).

Process: The CCC has: Conducted surveys to assess interest in a community center and possible uses and desired features, our strongest survey efforts were conducted among fair family; the CCC committee created lists that grouped features considered core, those considered popular/desirable, and those of lower priority. Identified potential community partners in Veneta and Eugene; Researched land use issues, including supporting OCF in applying for a Park SUP that includes the potential of a community center; Created a draft timeline identifying key actions; Researched current and future capacity of main camp kitchen, including seeking information on industry standards for commercial food preparation spaces; Taken field trips to other public buildings with a similar purpose; Toured the OCF site with members of the LUMP committee to identify potential sites; Held an open work-session to get feedback about the interest/support for a community center of various sizes and configurations. The CCC presented a range of sizes of meeting spaces, both indoor and outdoor, with estimates of construction costs.

CCC Current concept: The CCC came out of the work session with the sense of support (from those present) for a community center to be built in phases, the first phase being a kitchen and outdoor eating/multiuse space, and the next phase be an indoor multiuse space that can accommodate 500 people. We estimated the completed indoor space to include approx 4000 sq ft of kitchen, and approx 6000 sq ft of multiuse space. The outdoor space configuration was not conceptualized in detail as to size and features.

Recurring thoughts: A community center that serves the OCF community can also provide a significant amenity for the Veneta community and Eugene nonprofit community. Combining a community center kitchen with the main camp kitchen would be desirable to: save on duplication of facilities, to move the main camp kitchen out of the flood plain, to create a kitchen with capacity need for our 3 day event preparation, to provide capacity for an expanded durables program. The core features of a community center include a kitchen, a meeting/dining space, auxiliary space (for example, storage/facility office/restrooms). Additional features will be considered in relation to costs and community support.

Evolution Task Force: The group met in Portland on Nov21st. Sixteen people participated. Major projects are Coordinator-In-Training, Crew Exchange, and Oral History. The minutes and other information are available on-line at <http://www.ocfef.org/etf-master-documents>.

President's Peace

Jack- Let's take a moment of silence in memory of Ande Grahn.

Adjourn

The meeting was adjourned at 10:20pm. The next regular Board meeting is on January 3rd, 2011, 7pm, at EWEB.

Tentative agenda: Employee / Committee roles (Jon S); Appointments - Charles Ruff and Andy Strickland to the Community Center committee, norma sax to the Budget committee, David Tipton to the Path Planning Committee, Christie Watson as Water Crew coordinator (Paxton), James Bateman as Advertising/Media Crew coordinator; Revenue projection booth fee increase (Chewie); Peach Power charter revision (Anna); Path Planning proposal (Chewie); Direction for the Path Planning Committee (Paxton); Community Center proposal (Lara); Form an ad hoc Hiring Committee (Diane); initiate a Special Use Permit Application (Jack)

Donation requests for March: Project Homeless Connect (Chewie), Luper Cemetary, the Fernridge Rotary Club (Lara)