

**Oregon Country Fair Board of Directors' Meeting
February 1, 2010, 7:10pm at the EWEB Community Room**

Board members present: Diane Albino, John "Chewie" Burgess (time keeper), Katie Cousins, Paxton Hoag, Lara Howe, Jack Makarchek, Deane Morrow, Jon Pincus (alternate), Indigo Ronlov (facilitator), Anna Scott, Lawrence "LT" Taylor, Jon Silvermoon (alternate)

Agenda Review

Old business: City of Veneta Pool Project (Lara); Project Homeless Connect (Chewie); Executive Director contract (Jack); policy on recording cultural resource sites (Jon S); Personnel Policies and Procedures Manual changes (Diane, Katie); proposed guidelines changes (Deane)

Tabled business: procurement policy (Jon S); External Security coordinator appointments (Deane); grievance process (Marcus said there are people patiently waiting, Paxton offered to bring a motion at the next meeting)

New Business: Bring Back the Bow donation request (Deane); amend Path Planning motion requiring 5 replacement booth spaces (Jon S); donation to Medical Teams International (Chewie); Photo ID coordinator appointment - Michele Thorn-Parsons; Endowment Committee appointment - Merrill Levine; Imagine Grant dedication to Leslie Scott; Personnel Committee appointment - Diane Albino; new public paths require Board approval (Paxton)

Removed: podcast board meetings (Paxton said this is on hold for technical evaluation); website development funding (The funding is approved. Marcus asked for ongoing Board feedback and input with specifications. Anna responded and indicated her interest.)

Chewie moved, Indigo seconded, to move the donation request for Medical Teams International from new to old business. The motion passed 9-1 (Anna opposed).

Donation Requests

City of Veneta pool project: Mayor Sharon Hobart-Hardin and City Administrator Ric Ingham asked if the Oregon Country Fair would contribute to the new aquatic center that is being constructed by the City of Veneta. The existing pool was about 50 years old they hope to have the new pool operational this summer. She stated the pool is a critical component of the Veneta community that supports the education and skill development of the community's children and youth. **Lara moved, Chewie seconded, to donate \$2000 toward the Veneta community aquatic center.**

Peach Gallery: Kehn "Mambo" Gibson (security) said the Fair should support Veneta's development and he asked if the money could be directed toward local labor. Marcus said the strength of the Fair depends on our relationships with our community and this donation would be a tremendous gesture. Hilary offered her support and asked if we could get a brick with a peach on it. Grumpy said he supports the idea but suggested \$1000 would be a more appropriate amount. Palmer Parker (Fair Central) said we used to be in the deep end with the City of Veneta and it would be shallow of us not to make this donation. Chris Browne (elder) asked for some details about the project funding. Ric Ingham said there is a \$1.1M bond, the city has been looking for grants and donations, and at this time they need \$100,000 to finish the project. Dr. Jim (White Bird) said he supports this for the sake of the children of Veneta and our relationship with Veneta. Charlie said our relationship with Veneta has never been better, that this supports education and has his whole-hearted support.

Board: Jon S asked about the phases of the project. Ric said there are three phases planned but the present effort is only for phase one. Lara said we are part of the community, this is a basic need for exercise and health and that learning to swim is important in Oregon. Chewie said this speaks to our diversity goal by reaching out to the Veneta community and underlines importance of learning to swim. Anna asked if there is a public art component in the funding and Ric replied there is no funding for art at this point. Anna asked how many jobs will be created with this facility and the Mayor said there will be five during the swimming season. Ric said most of the labor is provided by local contractors. Anna asked and the Mayor described the engraved bricks used to express appreciation. The largest bricks are given for a \$500 donation. Katie said she would like to see the OCF donation commemorated by a \$500 brick. Lara amended the motion to add that language and Chewie agreed. Jon P said the pool provides the kids options

for their time and activity choices. Diane mentioned admission prices can have a big impact and asked that reasonable fees be considered carefully. Jack gave his support.

The motion as amended is **to donate \$2000 toward the Veneta community aquatic center with the understanding that a \$500 brick will commemorate the donation.** The motion passed 10-0.

Project Homeless Connect: Chewie moved, Lara seconded, to donate \$1500 and the use of OCF radios to Project Homeless Connect. Palmer Parker (Fair Central) said the event is set for March 18th and thanked the Board for their support in the past years. He noted that a number of people in the room tonight will be participating as volunteers.

Peach Gallery: Bryan Hummell (external security) said this is an emotionally touching event.

Board: Jon S said he supports this motion but pointed out the newly passed donations budget is being reduced by almost 25% in our first meeting of the year. He asked if the process can be improved to be sure our budget decisions are honored. Anna asked for the number of people who will receive assistance. Palmer said over 1000 men, women, children, dogs and cats. Someone said the number was 2673 last year. Anna asked if preparations are in place for more; Palmer said additional space has been arranged. Anna agreed this will serve a real need in the community. Palmer said there will be medical, dental and vision care as well as veterinary care for pets, free bike repairs, personal hygiene kits, free clothing and access to assistance program representatives. Chewie said he helps at this event and it is essential for a number of people. He noted the homeless population has increased and the need is even greater. The Fair needs to support this for our community. Jon P said he too is concerned about our budget but that discussion should be separated from this motion. Jon S said he does support this motion. Jack said our community commitment is even more important at this time and the budget is subject to need. Paxton the Clatsop County homeless connect event last week demonstrated the importance of this kind of assistance. Deane reminded the Fair Family of how lucky we are to be able to help in this way. The motion passed 10-0.

Chewie moved, LT seconded, to donate \$2500 to Medical Teams International for Haitian relief efforts. Chewie said we are able to direct the funds, the organization is located in Tigard OR, they work with NGO's and ministries of health and they have medical vans and people on the ground. He said he feels \$2500 is a minimal amount considering the number of people our organization represents.

Peach Gallery: Mambo said he is really concerned about the situation with our brothers and sisters in Haiti. He said money does not seem to be their issue right now and moving this business item from new to old was unnecessary. Marcus said he has every confidence in the organization based on his past contacts with them and they use funds very efficiently and effectively for operations on the ground. Jonathan (pre-fair kitchen) said Fair volunteers Kelly Dunn and her partner Josh have been in Haiti for about a week now working to establish a health clinic where women can deliver babies. They are waiting, right now, for the domes that were donated by Pacific Yurts to be delivered. He suggested they would be a good candidate for our giving. Joseph added we could direct some of these funds their way. He also said the budget is subject to unexpected needs and he cited our past giving for the typhoon recovery and the more recent gift for Katrina recovery. Palmer said he really likes it when the Board has to increase the donation budget. Grumpy said this amount is too much to give at this time and our usual donation size is about \$500 or \$1000. He suggested individuals in the Fair Family could be giving on their own accord.

Board: Chewie said he called the office that represents Kelly and Josh and found out the funds could not be specifically directed. He said we should all be reaching out at this time because the need is so great and he said this is a visible way for us to state that we care about people outside of ourselves. Jon P said he really supports this donation and at this time medical services are critically important and money in hand is necessary to help make it work. He said further support for Kelly and Josh would be good too. Anna supports the idea of concerted institutional level outreach to the Haitian people but thinks the real needs are hard to understand. She said she can empathize with the pain of people who want to be back into their own homes and she said she wishes we had not brought this up so quickly so we could have a little more time to consider the infrastructure needs and funding options for something like appropriate technology stoves that could boil water and help with fundamental health issues. She said the

health picture is interwoven with infrastructure issues and it is complicated and dynamic and with some effort we could possibly be even more effective with our resources. Anna said "...this really tears me apart and I really wish we had a more timely thought out process for this relief donation." Jack said Haiti was a French slave colony and has suffered economically and politically for all their history. The needs down there transcend a discussion about what could be better ways to help and right now there are urgent medical needs. Jon S said if we pass this motion we will have utilized one-third of our annual budget. He said while disasters are not predictable we could still budget funds for disaster relief that could carry over if not used. Paxton said Haiti is one of the poorest countries he has visited and medical care is an essential need now and he really likes Medical Teams International and he said he wants to find out more about our local folks down there and how to help them. Jack said we have dealt with disaster relief funding in other ways in the past rather than using the donation budget. Anna asked for a friendly amendment to take the funds out of the Board Change Budget and both Chewie and LT agreed. LT said disaster relief is important in itself but something else we do is help foster cultural strengths in humanity. He noted there are a myriad of psycho-spiritual technologies that people use. He suggested we not differentiate as to better or worse (e.g. Methodist or Buddhist) and he noted Haiti has an essential psycho-spiritual technology. He said anything that helps preserve their culture is vital to our own options and said we should not focus just on their suffering or their disadvantaged position but also on the strength the Haitian people bring to the planet and our human family. Diane said she is glad we are doing this right now because the distribution systems are working better now. Katie thanked Chewie for doing the footwork on this motion.

The motion, **as amended to use Board Budget Change funds**, passed 10-0. (During the discussion a hat was passed. Joseph counted and Diane announced \$73.59 was collected and would be added to the contribution amount.)

Announcements

Mark Pankratz (construction) said the regular meeting in Portland was small but informative. Jon P asked for an email about the gathering.

Lara announced the amplified sound work session will be held on February 28th, 1pm, at the Eugene Garden Club, 1645 High Street. She is expecting good participation.

Dennis Todd (Elder, Path Planning) announced the Path Planning committee has a website where documents are posted. The address is "ocfpathplanning.org"

Joseph said in our city and in much of the world the season of non-violence starts Saturday through April 4th and is a time to work on ways to reduce outward and structural violence.

Chewie announced the Fair-wide camping issues workshop will be held on March 14th at noon on site at Alice's or the Yurt. Steve invited folks to come out and camp on site the night before the meeting.

Steve announced a Path Planning Design Charrette will take place on Sunday April 18th at the Eugene Garden Club, 1645 High Street..

norma announced the Spring Fling will take place on May 1st.

Paxton said a Vision Action Committee workshop to review and discuss the goals will be held at Alice's on April 11th.

Approval of minutes

Indigo moved, Lara seconded, to approve the minutes of the January 4th meeting of the Board of Directors. The motion passed 9-0 (LT abstained).

Member input

Mambo said in the last three months we have had five coordinators who have resigned and he said he wants to specifically thank the Recycling coordinators for their work while dealing with some issues and to recognize the work of all the Fair's coordinators.

Jen-Lin said she has "cookies for Culture Jam" to pass around to raise funds for a scholarship.

Charlie J (security) expressed his opinion about using a consent agenda for Board business that is going to be approved unanimously. He said this will help conserve more time for the issues that do require discussion.

Deane pointed out that he caught heck at the last meeting for not putting names with his external security agenda item. He said he did submit names with the paperwork before the meeting.

Staff Reports

Executive Director: Marcus said he plans to meet with Kate Newhall (Get Out the Vote) and with Heidi Doscher (membership secretary) on Sunday. He said the registration effort got a late start last year and the crew still registered 1300 volunteers as members entitled to vote at the Annual Meeting Board election. Marcus said someone recently asked him what it's like to be a registered member and at that moment (yes, an admission) he realized he was not registered. With that said, Marcus announced he is starting this year's registration drive with his own registration application to be an official member of the Oregon Country Fair. Marcus' written report to the Board:

Operations & Administration- Food Committee: *No additional updates.*

Vision Action Committee: *We are getting close to agreeing upon a presentation format for the Annual State of the Vision report to be presented to the Board and Membership. We are also engrossed in a discussion on the best way to reach out to the Crew and Committees to find out what is currently happening within OCF related to the 9 Goals of the Vision Quest. The first step is to create a metaphorical "Snap Shot" of where we are and record the information. From this point we will derive a plan on where to go from there in addressing and encouraging progress toward the 9 Goals.*

Council of Elders: *Last November I attended the Council of Elders meeting at Alice's to discuss the topic of generational transition. We had a great conversation which ranged from operational to philosophical. I feel we were all on the same page about reaching out to younger Fair generations and initiating an open dialog about the future of the Fair. Nothing has happened on this yet, as far as I know. I intend to follow up with the Council very shortly to see where we are in this process.*

Website RFP: *We are in the process of creating a solid work plan, with time lines, deliverables and costs to deliver to the Board as a recommendation. Attached to this work plan will also be a recommendation for a company to contract with in carrying out the work plan.*

Youth Leadership Group: *No additional updates.*

Personnel- Grievance Process Status: *At the previous Board meeting I handed out a packet of information which included my recommendations for getting the Grievance Process back on track.*

Board Action Requested: *You received a series of proposed amendments to the Grievance Policy document, which I am hoping you will pass. I also recommend that grievance process volunteers be eligible to receive trade passes to the Fair.*

Simultaneous to these changes, I believe we should publicize that we have an open position for appointment as Grievance Administrator. Once we have secured an Administrator, we should immediately begin recruiting the needed volunteers to create a pool of qualified mediators and arbitrators as required by the policy document.

Personal Time Accrual Period: *At the last Personnel Committee meeting it was verified that a motion had been put on new business to change the annual accrual cycle of Personal Time Off from January - December to March-February.*

Board Action Requested: *I am recommending this change to the PPPM be passed retro-actively, which would allow staff more time to use their personal time off that they earned.*

Medical & Dental Coverage: *We have switched carriers from LifeWise (medical) to HealthNet and from Standard (dental) to Securian. These changes will be saving us just over one hundred dollars a month on dental premiums, and around three hundred dollars a month on medical premiums – all for the same and/or equitable coverages.*

Financial, Budgets, Fund Raising- Budget Process: *As you know, the entirety of this year's budget process marks my first; from the reconciliation of the Fair's financial, to the Financial Planning Committee, to the Budget Committee and now to the Capital Projects phase. I have closely observed each stage of this process as well as the orderly, sequential nature of the process as a whole. Without exception I have found the meticulous attention of the Co-Treasurers and committee volunteers to be quite impressive.*

This experience has illuminated for me many aspect of the Fair both as a 3-day event, as a non-profit entity, and most importantly as a community of people carefully stewarding the resources they have earned through years of passionate contribution. It has been an honor to have had such a close-up view of one of the most critical processes of the Fair. Moving into this year's coming Fair, what I have learned about the histories, personalities and logistics of the Fair will prove to be invaluable.

ED & OM Budgets: *A lot of work and thought has gone into dividing the original GM budget into two separate budgets: the Executive Director Budget and the Operations Management Budget. Some of the line item decisions in the new Executive Director budget were derived from splitting existing line items, while other came from anticipating operational needs over the next year. In any case, we should approach this year's ED Budget as an experimental year and be flexible in adapting the budget next year to what we have learned this year.*

Culture Jam Budget: *There will not be any significant increase in the Culture Jam budget for this year. We have had a balanced mix of cost increases and cost decreases which have evened out pretty well in total. There are currently no plans to expand or change Culture Jam as a program.*

CD Maturing: *We have three CD's schedule to mature in the first couple weeks of February. The plan for these is to find the best possible rates and lock them into a staggered set of maturation dates. This will help ensure OCF's access to cash flow as we need it.*

Public Relations, Media, Marketing- Portland Business Alliance: *Since 2007 I have sat on the Sustainability Committee of the Portland Business Alliance, which is essential the Greater Portland Area Chamber of Commerce. At our last meeting we reviewed and recommendation to the Chamber Board that our Committee charter be revised to include two working task forces: a Communications Task Force and a Recourse Acquisition Task Force. Our first major project will be to conduct a survey assessment of Alliance Member's and document a base-line of Membership needs, skills, education, resources and assets related to sustainability.*

Green Lane 1st Annual Celebration: *Upon Leslie Scott's recommendations, the Fair has joined the membership of Green Lane. I attended Green Lane's first Annual celebration and was able to meet and/or get acquainted with many local leaders. In just twelve months, Green Lane has grown to 92 members, held bi-monthly networking meetings for members and guests with speakers who share their sustainable business expertise, collaborated with the City of Eugene to bring member ideas to City government, provided a platform for local speakers, and launched a new website and established the fundamentals of its organization.*

Exit Poll Survey: *Please find an extensive 22 page summary in your board packet of the Exit Poll data analysis results!! Enjoy reading about the various findings of this study, which is very scientifically sound and which we can have confidence in relying upon for strategic planning and public relations purposes.*

In my office you can get access to the entire report, which is very very lengthy. Of most interest to you will be the verbatim remarks that over 1,400 people choose to offer us on these various topics. This is Edge-of-the-seat reading for sure.

Board Action Requested – *I would like a small group of Board Members (3-4 total) to work with me to look over the results and identify strategic recommendations related to advertising and public relations.*

Paradise Media: *A media consulting and media buying company has been retained to examine the 2009 Exit Poll data. They will be providing us with some recommendation on how to best maximize our advertising dollars related to purchasing advertising for our 3-day Fair. These will be recommendations only, to be considered by the Media/PR Team. It is meant to provide a contrast and comparison to what feels right to us, according to our own experience and intuition about advertising the Fair. We might find new ideas which are useful to us, or at least just verify that we are already doing everything the best it can be done.*

Cable Access Videos: *Bob Nisbet has submitted to me four additional Spoken Word performances on CDs for approval to be aired on Portland/Tualatin and Eugene area public access stations. These are Iana Matthews-Harris 2006, Holly Near 2004, Ian May Gaskin 2003, Izzy Tooinsky and Laura Piece Kelley and could be expected to be aired sometime between March – June.*

Contracts- LTD Contract: No additional updates.

Tickets West: No additional updates.

Vendor Contracts: I am currently engaging with our legal counsel and Charlie to review and, where necessary, strengthen the language of contracts with have with vendors to produce our inventory: e.g. t-shirts, vehicle stickers, etc. This strengthening is in direct result to issues related to the 2008 Fair where counterfeit items were discovered.

Andy Strickland Lease: Our lease with Andy Strickland for use of the compost Barn and Storage Shed expired on January 31st and has been renegotiated. As noted in a prior report, I moved the annual date of renewal and expiration to reflect and be in line with our annual budget cycle.

Operations Manager: Charlie said at this time he is working on the three "T's", tickets, transportation and toilets. He thinks these contracts are all connected in some way or another. The biggest issue right now is the contract with LTD and there is one private charter carrier who is using the regulations to work through the process in an attempt to win the business. Charlie said this carrier has two buses and their only related experience was a one day event for about 500 people. He said the interest of this carrier and the regulatory process presents a problem for maintaining our established, well understood, method for shuttling our guests to the Fair site from Eugene and he assured the Board they will be kept informed. Charlie also reported the External Security coordinator selection process call for formation of an interview team to meet the candidates and make a recommendation. He and Charlie Z (BUM) and six others from External Security will be interviewing the candidates on February 13th. Charlie invited interested Board members to come observe. Jon S asked if there are efforts underway to interpret these contract regulations. Charlie said these regulations are all focused on the providers but have very little guidance for the purchaser's participation. Marcus shared that he has carefully looked into the process and rules and he is still trying to come to a full understanding about what we can do in these forced circumstances.

Administrative Assistant: norma said the approved Budgets are now out thanks to Chris Browne's help. She said Kim (Saturday Market) plans to come help her build a Fan page for our Face Book presence. norma said she and Robin met with Roxanne (booth registration) to work out the details of working together this year. She said she is draft editing the guidelines in preparation for publication of the approved changes. Entertainment applications are set to go on-line on Feb 2 on the website and the deadline is March 15th. She plans to meet with the Endowment Committee and she noted that there are more grant applications than there is money available. Craft applications are now on-line and they will be using digital images instead of slides. Elder applications are on the dot-net website. She said she has been helping Hilary with a project to add account numbers to our accounting system.

Site Manager: Steve said on the site it is obvious we are in an El Nino winter cycle with drier and warmer weather than usual. The river was bank-full in early January and has been up and down since but has not flooded. He said it takes a site-wide flood to cause path erosion but the up and down oscillation of the river still causes river bank erosion with saturated troughs and undercuts. Trees will still fall and there are some bank erosion events that require a response. Steve said the Oso Berry bushes are already leafing out and, even though it is an early plant, it is earlier than usual so we may have an early spring.

Officer Reports

Treasurers: Grumpy said he has passed out the new Budgets to the Board members, both for crews and for operations, which includes a summary page. He said the next work for the Budget Committee is with capital project request. He said the application deadline has passed and total requested is about \$82,000. The capital projects meeting is planned for February 18th at the Fair office at 6pm. He noted last year's miscellaneous property expense budget was not used last year so it was taken out this year. Grumpy pointed out, looking at the bottom line, we are \$1860 in the red and he noted this is without the capital projects figures. He said this is not uncommon and a lot depends on the actual circumstances for the year. Grumpy said thanks to everyone who helps keep our funding under control each year.

He said there have been some requests to see our budgetary records and as a non-profit we are open for inspection. Members have the right to see the books and the 990 IRS form. An

appointment is required and and copies are paid for by the person making them. Hilary added that we do have audit statements and we provide an accounting report at the Annual Meeting in October for members. Grumpy added the Board members always get a detailed report of the accounts each month before each Board meeting. Lara brought up the income from returnable bottle collections. She said the income from returnable bottles went to Bring in the past as part of their service contract but following their departure last year, the Recycling Crew has taken on the work handling and sorting. Lara asked if the name of the line item could identify the Recycling Crew as the source of the income.

Committee Reports

Path Planning: *Twenty eight sign in's and another five guests for a total of thirty two people, attended the meeting held at Alice's newly remodeled living room on the 17th of January.*

The operations and construction crew did an excellent job on the remodeling. The new room was full but not over crowded.

A very detailed presentation on the pros and cons of what happened with the Chela Mela project was given to provide insight to assist in any future developments.

Having detailed records of what processes worked and what didn't is a valuable tool.

In the continuing effort to gather as much information as possible various sub committees' gave reports on other areas and ideas. Energy Park Annex, Dragon Plaza, Possible new Stage/Dance Stage and Theater in the Round.

All of this information is being compiled and will be available for review and use during the Fair Family Path Planning Workshop scheduled for April of this year.

Design of and location for the five new booths as per the board mandate is being worked on by Path Planning, Operations and Construction.

A detailed review of the minutes of this month's rather lengthy but productive meeting is available from the Path Planning Recording Secretary.

Paxton and Jon expressed a concern that the Path Planning meeting minutes did not accurately reflect the discussion.

Elders: *The Elders Committee met in the town office with fourteen people in attendance.*

The Committee reviewed and approved six new applications for Elder's Status bring the total number of approved Elders to four hundred and forty four (444).

The status of the current committee members was reviewed to determine if there is any change in the committee dynamics. This is done each year to determine if any members are inactive and can make room for newly interested Elders to join the committee.

The Committee reviewed and set dates for the Elders Camp work parties to help prepare for the 2010 Fair. These dates are as follows and will be posted in the FFN: First party - April 17th from 10 AM to 2 PM; Second party - May 15th from 10 AM to 2 PM; Third party - June 19th from 10 AM to 2 PM. It was also noted that the Spring Elder's Retreat will be held at Alice's on April 24th and 25th.

The 2010 Elders budget as approved by the Board was reviewed by the Committee so that everyone is on the same page and understands the details of the budget.

The Committee went over the details of a Capitol Project request that will be submitted to the Budget Committee. This is to help in the further development of the "Still Living Room" project.

The Committee went over several changes that will be made to the Elder's Application and Pass request forms to bring them up to date.

The next Committee meeting will be held on February 25th at 7 PM at the town office, with a sub-committee meeting starting at 6:30 PM to review applications received to date.

Old Business

Jack moved, Anna seconded, to execute an employment agreement with Marcus Hinz as presented by the Oregon Country Fair Board of Directors

Peach Gallery: Jules Abbott (Community Village) said she supports this hiring because she thinks it is important we have good strong visionary leadership for the Fair. She said she has been very impressed with the way Marcus has studied and come to understand our culture. She said she appreciates his ability to think creatively about things like year around programming, youth programs and food systems in ways that will help reduce the strife in the world. Mambo said he supports this motion and is pleased to hear the probationary period is finished.

Board: Deane said thank you to Marcus for hanging in there with us. Katie said she feels it is important to be responsive to the membership and therefore will not support this motion. Anna said "welcome to the learning curve." She said we are embracing a whole new organizational structure. She said what we have here, in front of us now, was not clear seven years ago when we didn't have the staff to support our members. She said thanks to everyone for reaching out with our vision, further, knowing it is for our long term future, and doing it for our kid's kid's kids. Chewie said thank you to Marcus, the Board of Directors and the membership. He said this has been a unique experience and is glad Marcus will have the chance to go forward. Indigo said she will not support this motion due to information back from the membership. She said she looks forward to continued dialog. Paxton said he supports the motion and is looking forward to working with Marcus on the grievance process and website development. LT said when we took Marcus on it was with the intention of success and that is still the intention. He said he will vote in favor of this motion and he believes it is true that, even among the dissenting votes and whatever the outcome of the vote, all the Board members are unanimous in their intention to make this work. Lara said thanks to her fellow Board members and to Marcus and said it has been an honor to work with folks who have so much love in their hearts. Jack said "thanks everybody, this is a big step." Diane said thanks to the Board for having the faith we can make a hippie of Marcus yet. The motion passed 8-2 (Indigo, Katie opposed)

Jon S moved, LT seconded, to adopt a policy on recording cultural resource sites. "It is the policy of the Oregon Country Fair that identified archaeological sites will be recorded in accordance with the following procedures:

- 1. Upon discovery of an archaeological site, a site form will be completed by the Archaeology Crew and submitted to the Archaeology Committee for review. That review shall include consultation with the Site Manager.**
- 2. After their review, the Archaeology Committee will share pertinent information pertaining to each site with the Executive Director and Site Manager and with appropriate committees such as LUMP and Path Planning.**
- 3. At least once a year all completed site forms will be submitted to the Executive Director and the Board of Directors for their review.**
- 4. After Board of Directors' review, the site forms will be archived with the Fair or, subject to Board approval, submitted by the Executive Director or his/her designee to the Oregon State Historic Preservation Office (OR SHPO) for inclusion in the statewide database."**

Peach Gallery: Virgil Courtwright (elder) said an Archaeology Committee meeting was held on the 18th and included committee and Board members, management, staff and the state Archaeologist. He said there was good agreement on this plan and he urged support. Steve said the relationship has been growing and strengthening over the years. He said 30 years ago we did not know what was underground and it has been a revelation and real education to discover our cultural heritage. He urged support as a way to continue to discover more about who has been there in the past. Grumpy said he supports this motion but wonders why the Operations Manager is not included in the process. Jon S and LT agreed to add Operations Manager to the list in item 2 of the policy. Joseph said the presence of these archaeology resources on our site saved the Fair so it's a moral commitment to protect and register them.

Board: Deane said our archaeologists showed him, five feet down in the riverbank, a 5000 year old Camas oven and that was when he understood how thousands of years ago people were meeting and eating on our site. Chewie said he supports the motion and appreciates the Archaeology Committee and staff for working things out with the state. Indigo said she was at the meeting on the 18th and is really excited about educating the Fair Family about the resource and the amazing history we have, as well as recording sites with the state so researchers can work with the sites. Jon P said he supports the motion and said this is a good example of an issue that started with opposing views that were brought to a consensus through a committed discussion process. He wondered if there are any funding needs required for the motion. Jon S said he anticipates the committee, archaeology crew, and site management will develop proposals to look at areas where the ground might be disturbed such as a community center building or a gray water area but for now it will only need postage. Jack said this motion is forward looking and

intentional. He added "not digging" is a good thing because undisturbed is just that - undisturbed. Paxton agreed with Jack but said there are times we really need to do it. He said the committee meetings were exciting and creative in the way archaeological sites were discussed and regarded as assets and not problems. LT thanked Jon S and all the archaeology guys for working on this for us. He said we need to remind ourselves how the ground out there is wise beyond words so every once in a while, take your shoes off. The motion passed 10-0.

Procurement Policy: Jon S asked to table this agenda item until next month and to have the proposed motion appear in the minutes.

Diane moved, Lara seconded, to amend part VI, section G of the Personnel Policies and Procurement Manual by adding the phrase "the year being March 1 to the end of February" to the end of the last sentence.

Peach Gallery: norma said this would be really helpful because there are certain times of the year when it is difficult to be off. Steve said he agreed with norma. Charlie said this change gives the staff the span of the down months to use up personal time but he said he is not sure how this works for this year.

Board: Lara asked for a friendly amendment to take care of already approved time and Diane agreed. Anna asked the Personnel Committee to respond to Charlie's question. Katie said the accrued year now starts on March 1 that any accrued time off from last year can be used up to March 1. Anna asked who keeps track of time off. norma said Linda, our bookkeeper inputs the data. Anna asked if there is regular feedback of the time available and norma said it is reported back to the employee. Marcus said in the past the staff simply reported their time use to Linda. He said he gets the reports now for his review and tabulation and then forwards the information to Linda. Charlie said he agrees with Katie's assessment of the effectively and the use of last year's time. The motion passed 10-0.

Katie moved, Lara seconded, to amend part VI, section E - Benefits of the Personnel Policies and Procedures Manual by deleting "full-time" in item 1 and deleting item 2 in its entirety.

Peach Gallery: Anna asked the amount of the annual financial impact. Hilary explained this is a change that will permit Jeff get health insurance if he works a 20 hour per week schedule. This change is necessary for insurance rules compliance. This will cost about \$4000 per year for health and dental and an HAS proration that will cost about \$1000. Marcus said it is important to realize this is an outdoor job doing labor and operating equipment so providing this insurance is a act of fairness. There are some other changes required and a he will need to work according the schedule. Marcus pointed out he has never received a raise. Steve

Board: Jon P said based on what he does for us that he should have all the available benefits. Deane said if we pass this motion will Jeff be assured of 20 hours per week and Hilary said that time has been budgeted. Katie said, noting the 20 hour requirement, she needs to amend the motion so it says "and part time employees scheduled for 20 or more hours per week" and then part 2 has to be kept in so it says "part-time working less than 20 hours per week". Jon S said he is a little uncomfortable acting on these changes without seeing them written, especially motions like this. He asked if the 20 hour per week is an average or is every week. Marcus said the audit is over a 3 month period. Jon S said fluctuations should be expected. Marcus said a minimum is on the master application. Katie pointed out the language says "scheduled for 20 hours per week." Anna asked if this applies to all part time employees and asked if that was correct. Katie affirmed. Chewie said Jeff is very helpful and a really valued employee. Jack asked if there isn't some big discussion going on about health care now in our country; he said he thinks this motion is great. Jon P wondered if it is necessary to make the hours specification. Katie said it is necessary to avoid having to provide this benefit to someone who might only work a limited amount. The amended motion reads **to amend part VI "Compensation and Benefits", section E "Benefits" of the Personnel Policies and Procedures Manual in item #1 so it reads "full time and part time employees scheduled to work 20 or more hours per week" and in item #2 so it reads "part time employees scheduled to work fewer than 20 hours per week"**. The motion passed 10-0.

Proposed Guidelines changes: Deane said he has four changes to be considered and he said he will make motions about the sound related guidelines second.

Deane moved, Jon S seconded, to change Guideline 40 by adding a sentence to the end of the first paragraph: "All paths will be closed to vehicle access on July 31st to facilitate post-Fair path rehabilitation. Call the Site Office for access if needed."

Peach Gallery: Steve said post-Fair the chains are down and driving access is unlimited. He noticed an early rehabilitation on the Shaw's Elysee path from Odyssey to Youth Stage responded very well. Hilary said one day is not enough, on July 31st, and suggested it say until the next fair.

Board: Jack said the meaning is understood. Jon S asked for a friendly amendment to change the word "on" to "effective". LT suggested adding the words "for the season". Deane accepted these changes. Grumpy wondered about the need for this guideline because the Site Manager has the authority. Steve said the guideline is for good notification. Palmer wondered if it should just apply to non-Fair vehicles.

Board: Anna said this seems like an operational situation. Chewie said the guideline provides good communication to Fair participants. Jon P said he supports this as amended. Katie said it says to call the site office if needed. She said she reckons Jeff could just call Steve. The amended motion reads **to change Guideline 40 by adding a sentence to the end of the first paragraph: "All paths will be closed to vehicle access effective July 31st for the season to facilitate post-Fair path rehabilitation. Call the Site Office for access if needed."** The motion passed 9-1 (Anna opposed)

Deane moved, Chewie seconded, to change Guideline 45 by adding a sentence after the third sentence of the first paragraph: "Crew Coordinators and Booth Representatives are the designated responsible camp hosts for all the wristbands they issue."

Peach Gallery: norma said the wording is unclear and all crew members do not camp in the same place. She suggested saying "all the people with wristbands". Steve said there are reports every year of people who are trying to find a camp and are trying to carve out a place in the brush and not getting any guidance from the person who gives them their wristband. The chain of responsibility needs to be clear. Hilary said she understands a chain of responsibility but this doesn't fit with the present camp host system. Joseph said we need the accountability even though it could use some rewording. Spirit Leatherwood (external security) said this kind of responsibility can fall to crew leaders in the case of External Security which is such a large crew. Todd Patopea (external security) said this motion seems to say all campers should fall under the responsibility of their coordinator. He said this probably can't work with the large external security crew size and more power needs to be given to the camp hosts, like Far Side or Alice's, who are more in tune with what works. Robin says she gets calls in the main office from people asking where can they camp and she sends them back to the person who gave out the pass. Susanna says, as a booth rep, this will be a really useful tool to be able to keep some track and authority for the people who get her wristbands. It helps booth reps regulate the behavior of their helpers. Jonathan said this is a gray area and thinks there could be problems with camps like Marshalls where there are the three hosts. He agrees that this idea is good but it will not work everywhere. Palmer said the coordinators should be responsible for behavior while the camp hosts help with organizing the camps. Charlie said the spirit of this guideline is to make a smoother process for first year campers. The coordinator or booth rep should be responsible for getting them settled. The term camp host is confusing and larger crews are another aspect to the problem. Chris Browne said to just take the words "camp host" out and put in "designated responsible person." Keith Herchberger (Community Village) suggested looking at the village process where a camping coordinator figures out where everybody camps. Steve said we need to think of the big camps with a capital "H" for Host and to think of this issue at the small retail level of "hosting." norma suggested the specific meaning of "camp host" is the difficulty. Wren (White Bird) said he is both a coordinator and a camp host for about 130 people. He said he assumes that getting a tent tag sort of controls where they can camp. Control of a small area works a lot better and is more manageable. Charlie said the idea of a Camping Crew will help this process and maybe

make the problem go away and the use of "camp host" in the guideline is confusing. Tomas Brandt (Recycling) asked "who is the camp coordinator for the volunteer parking lot?"

Board: Indigo said on March 14th there will be a work session on camping issues and this discussion will continue. Chewie said camping always requires some working-out and the coordinators need to direct their people to the right places to find a camp. He said we need to get the input from the work sessions to help resolve these issues. Jon S said coordinators are responsible for their crew whatever this guideline says. He said this policy is unclear regarding the expectations for the coordinator. He said, in his experience, the coordinator always hears about bad behavior. Paxton said "camp host" doesn't work and this needs to be broken down into neighborhoods. He said even a change to "responsible person" is not reasonable and some work needs to be done and the concept is good. Jack said the scheduled work session and the guideline deadlines are troublesome and the work sessions can't supersede the guidelines. A one size fits all does not work either. He said some campgrounds are really well organized and civilized and others that are outside. Chewie moved, Lara seconded, to table this guideline motion.

Peach Gallery: Suzi asked if this motion is tabled will the guidelines still get printed. norma said it's ok for March.

Board: Paxton said let's just vote it down now. The motion passed 9-1 (Paxton opposed)

Deane said he would read the **proposed guideline #45 change about sound amplification** and said there will be a workshop on February 28th and a vote at the March meeting. *"SOUND AMPLIFICATION. Because we camp so close together, amplified sound, whether live or recorded, projected beyond the intended audience creates problems for other Fair members. A few people playing amped up music create a dominating sound that impacts areas far beyond where people are enjoying it. Acoustic musicians are unable to play, conversations in camps must be shouted to be heard, people are unable to sleep, and multitudes of fair family are forced to hear what they have not chosen. Therefore, all sound amplification, live or recorded, must end at ten pm Wednesday through Sunday nights, with the exception of Main Stage on Saturday night. If you are planning an event involving amplified sound at any other time of year on the Fair site, you must obtain a permit for the Site Manager or the Operations Manager for your event."*

Katie offered a second but there was confusion whether the proposed guideline change was being read into the minutes or made a motion. Deane asked for the guideline change to be considered a motion.

Peach Gallery: Jonathan said this should be tabled to follow the workshop. Wren said a lot of this can be hashed out at the work session. Sam Newhall (Construction) reminded the group that he and many young volunteers come to the Fair for the amplified music.

Board: Jon P moved, Lara seconded, to table the motion.

Board: Jon S said we need a meeting place without a 10pm deadline because people come to be heard and then don't get the chance because mismanages its time. Lara agreed with Jon S. The motion to table passed 10-0.

Adjourn

The meeting was adjourned at 10 pm. The next regular Board meeting will be held at 7pm on March 1 in the EWEB Training Room. The tentative agenda for March includes:

Budget Items; procurement policy (Jon S, see motion below); External Security Coordinator appointments- Chad Butler, Timothy Clyne, Howard Galvin, Harper Greene, Jennifer James-Long, Spirit Leatherwood, and James Person (Deane); grievance process (Paxton); proposed Guidelines changes (Deane, see below); Bring Back the Bow donation request (Deane); amend Path Planning motion requiring 5 replacement booth spaces (Jon S, see motion below); donation to Medical Teams International (Chewie); Photo ID coordinator appointment - Michele Thorn-Parsons; Endowment Committee appointment - Merrill Levine; Imagine Grant tribute to Leslie Scott; Personnel Committee appointment - Diane Albino; new public paths require Board approval (Paxton)

procurement policy:

Motion 1: Oregon Country Fair finance and accounting staff and officers will ensure that all reasonable costs paid are recognized as ordinary, necessary, within the budget, are arm's length transactions, and do not deviate from established practices of the organization.*

A cost will be considered reasonable if, in its nature or amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the costs.

The following criteria will guide The Oregon Country Fair's selection of vendors for the procurement of materials, supplies, goods, and/or services:

- Cost*
- Convenience*
- Proximity of the vendor to the Oregon Country Fair*
- Established positive and reliable relationship with vendor*
- Ability of the vendor to deliver goods or services in a timely manner*
- History of vendor giving in-kind donations or discounts*
- Willingness of vendor to give in-kind donations or discounts*
- History of the vendor giving multi-year discounts*
- Willingness of the vendor to give multi-year discounts*
- Woman or minority-owned*
- Employee-owned*
- If food, organically grown.*
- Carbon footprint, sustainability, and environmental impact.*

Additional criteria may be developed to meet the requirements of specific procurements.

Subject to the exceptions listed below, vendor selection for individual procurements will normally be made through securing bids from at least three vendors. Exceptions to this bid requirement include the following:

- 1. Routine procurements valued under \$2,500.*
- 2. Procurements that recur annually provided that multiple bids are solicited at least once every five years.*
- 3. Procurements for which the Executive Director, Operations Manager, or the Board of Directors make exceptions to the bid requirement considering time constraints or other exceptional circumstance. Such exceptions will be documented.*

**An arm's length transaction is a transaction between two related or affiliated parties that is conducted as if they were unrelated, so that there is no question of a conflict of interest. Or sometimes, a transaction between two otherwise unrelated or affiliated parties.*

Motion 2: After the approval of this Procurement Policy by the Oregon Country Fair Board of Directors, the Executive Director, Operations Manager, and the Treasurers or their designees will evaluate the conformity of existing vendors to the vendor selection criteria listed above as soon as reasonably possible. Existing vendors falling within the criteria listed above and with whom the Oregon Country Fair has not had problems will be considered approved vendors.

The Executive Director, Operations Manager, and the Treasurers or their designees will maintain the approved vendor list and may add new vendors to the approved vendor list. Vendors who fail to fulfill the terms and conditions of procurement orders or who deliver substandard materials, supplies, goods, and/or services will be removed from the approved vendor list.

Procurement of materials, supplies, goods, and/or services will be made from the approved vendor list.

proposed guideline changes:

- 1. Guideline 10, delete the final word "midnight," and substitute "10 pm."*
- 2. Guideline 45, add a sentence after the third sentence of the first paragraph: "Crew Coordinators and Booth Representatives are the designated responsible camp hosts for all the wristbands they issue."*
- 3. Guideline 45, in the Sound Amplification section the paragraph is rewritten as follows: "SOUND AMPLIFICATION. Because we camp so close together, amplified sound, whether live or recorded, projected beyond the intended audience creates problems for other Fair members. A few people playing amped up music create a dominating sound that impacts areas far beyond where people are enjoying it. Acoustic*

musicians are unable to play, conversations in camps must be shouted to be heard, people are unable to sleep, and multitudes of fair family are forced to hear what they have not chosen. Therefore, all sound amplification, live or recorded, must end at ten pm Wednesday through Sunday nights, with the exception of Main Stage on Saturday night. If you are planning an event involving amplified sound at any other time of year on the Fair site, you must obtain a permit for the Site Manager or the Operations Manager for your event."

path planning amendment:

The path planning motion adopted October 1, 2007 is hereby amended to read:

To direct the Path Planning Committee to prepare at least two options for the Board in the event that circumstances warrant the relocation of 5 or more booths, change to the existing path routing or permanent performance venues. At least one option must accommodate booths within existing developed areas and not involve brush clearing for a new path. These relocation options are to be delivered to the Board for review by March 1 of any given year. If options are not provided by said date or prove unworkable, it shall become the responsibility of the Site Manager to propose options to the Board.