

Barter Fair Task Force
Organizational Meeting
July 31, 2013 5:30-8:30 pm
OCF Town Office

Facilitator: Colleen Bauman

Present: Catherine Clark, Spirit Leatherwood, Amy Hand, Lucy Kinsley, Jirivil Wood, Sue Theolass, Amanda Moore

Present by tech world: Paxton Hoag, Jefry Clair Falkenstein, Jon PIncus

Absent: Kirk Schultz, Robin Puce

Meeting Opening by Colleen:

Goal of our task force is to get to a YES! Reminder to bring a yoga mat to be flexible for all of fair family, including, Board of Directors, management and volunteers to have their input. We are hitting the ground running and moving forward. It will seem like we have a year to organize and plan; but, it really is only six months since we have business and financial deadlines to meet to be in alignment with the OCF calendar.

Introductions:

Introductions of all present with fair affiliation. The task force is well represented by many different aspects of the fair, including: 4 Board of Director members, Path Planning folks, Vendors, Crafters, Importers, Service folks and crew coordinators.

Agenda Review:

Debrief 2013 Fair on Monday without on-site Barter Fair.

Agreements: Election of Officers and Process

August BFTF Meeting @ Teddy Bear Picnic

Setting Meeting Day and Time

2013 Monday Fair Debrief:

Amy spoke about her positive fair experience in Piggy's lot with lesser impact on recycling & waste this year, her crew enjoyed not having a Barter Fair this year.

Lucy spoke about the relief of needing to manage the Barter Fair on Monday as Management and Security were busy dealing with theft issues on Monday instead this year in Main Camp.

Spirit agreed with Lucy regarding the busy Monday at Main Camp dealing with serious theft concerns. It would have been really busy to have had a vending space in Barter Fair and dealing with serious fair business.

Jon Pincus reports checking out Dr. Joes Quiet Camp barter fair that seemed very small. He reports that this event happened right off of Suttle Road and if it had been bigger, would have been a traffic nightmare. He noticed the 8 being busier this year with no Barter Fair pull out in Piggy's. He also reported seeing folks vending on Monday out of their booths in the 8.

Paxton: He noticed fair family lingering on-site longer up till 9 pm. Seems that this may have come around from a low stress tear down on Monday.

Catherine: She works pre/post and noticed that Traffic was crazy between 10-2. Chaotic and worse than usual getting folks off site. Territorial and Far Side traffic had crazy traffic jams. She spoke with Dr. Joe about the Barter Fair on his property. He is feeling positive and open to facilitating/hosting the BF for the next few years. She reported a small, positive vending scene.

Amanda: Missed the Barter Fair closure experience. Reported that the flyer for Dr. Joes barter Fair at Quiet Camp said to contact Amanda. Letting folks know, it wasn't me!

Sue: Quiet Camp had a small set-up; heard reports of folks missing BF, yet understanding the process of the pause.

Jeffry: No on-site rogue event this year. Tried locating the organizer of said event, and there wasn't anyone organizing this event on-site and nothing happened. The poster from Quiet Camp had a Peach on the flyer, which prevented the girl (Amanda) posting her flyers at fair due to copyright issues. It seemed the bartering over there was vendor to vendor, no customers. He would like to keep the OCF Barter Fair in the field somewhere and on-site.

Jirivil: Folks wanted and missed the Barter Fair.

Agreements:

Election of Officers: Positions described by Colleen and compared to similar committees that are organized and working for the OCF. Discussion surrounded best fit for our task force. Positions agreed upon by members follow:

Co-Chair Description: Spirit Leatherwood and Amy Hand

Sets tone for task force work, ensures members have information to do their jobs, oversees logistics of task force (reserve room, materials, etc...). tracks assigned work to task force members, sets agenda, ensures distribution of meeting minutes, arranges for facilitator, Initiates and leads the committees annual evaluation, sends meeting reminders

Board Liaison: Sue Theolass

Reports to the Board of Directors for the task force, reports to the BOD TF decisions and recommendations, works closely w/ manager for task force communication, must live in Eugene to be present at BOD meetings.

Recording Secretary: Amanda Moore

Takes meeting minutes, Ensures minutes are distributed to members shortly after each meeting, acknowledges and responds to all task force correspondence (email and snail mail), posts approved minutes to website, posts meeting times and draft agenda items on website, submits updates/articles/announcements to the Fair Family News.

WebMaster: Jeffry Clair Falkenstein

Manages the Facebook page,

Elections:

Sue Theolass proposed and Lucy seconded that Spirit ad Amy be co-coordinators for the Task Force. Unanimously agreed upon by all members.

Sue proposes and was seconded by Amy that Amanda Moore be recording secretary. Unanimously agreed upon by all members.

Lucy proposes and was seconded by Catherine that Sue Theolass be our Board Liaison. 8 votes for Sue; 1 abstained

Jeffry was unanimously voted in as our Web Master/IT person.

Voting Process:

Voting and decision-making were discussed amongst members. Quorum, process, simple majority vote, presence important to vote on decisions and recommendations to the BoD.

Business & Decision making process and Board recommendation voting process:

7 members must be present to do business and simple majority vote will be sufficient to do business and make decisions. That is half of members present plus one vote; any recommendations to the Board of Directors will be 2/3 majority vote involving every task force member. This voting process was unanimously agreed upon.

Meeting Templates:

Discussion surrounded how Path Planning has good process and success at their meetings which allows guests to speak and time for public comments.

Meeting Dates and Time:

Mondays seem to work best for all task force members around work and other meeting schedules. Discussion surrounded having BFTF meetings same time as the Path Planning Meetings and Board of Directors Meetings to get as many task force members physically present at the meeting day and location. Some concerns regarding the Community Building meetings were raised about how BFTF members were also involved in that process and meeting. It was decided that we would all email each other regarding the best timing for regularly scheduled meetings after folks researched meeting day, time, frequency with other committees. All members will report back via email about availability to set a regular meeting schedule. Amy will email folks for schedules.

Lucy moved and Spirit seconded that our next meeting after Teddy Bear Picnic will be Monday, September 30 at 6-9 pm at the OCF town office. All are welcome. Unanimously agreed upon.

Frequency of Meetings:

The Barter Fair Task Force will meet once a month with sub-groups reporting back at monthly meeting to the task force. Discussion surrounded how we may need to add other meetings to the schedule to get work done and help the process move forward. These meetings will be set as needed.

Meeting Process:

Discussion around process focused on positive feedback and forward moving progress. A time keeper would help keep the process moving, let allows all to be heard. A facilitator is necessary to keep the meeting on track. Common courtesies would include equality and respect amongst all members and fair family present at every meeting. Every task force member is responsible to participate on tasks and sub-committees. This will alleviate some doing the work for all; making everyone equal in the process. Sub-committees will be open to the public and announced on the BFTF page on .net website and FFN; needs for sub-groups will be driven by the work plan. It is important to have a speaker list and to take notes so when your turn comes up you are prepared to speak on the topic being discussed. Time to be allowed for public comments at the beginning and end of the meeting so items may be adjusted on the agenda or added on as new business for the next meeting.

Time Limits:

The timekeeper will allow 3 minutes for each speaker when necessary. This time will be shortened if there are many people present to allow everyone to be heard.

Homework for Task Force members:

A mission statement and vision for the Barter Fair Task Force were discussed as important to unite and clarify our purpose. The task force members will report back at the September 30 meeting with their vision of the mission statement. We will create our mission statement at this meeting which will be voted upon.

For Task Force members to read and go through the previous BFTF packet recommended to the BOD. We will vote upon what stands and what needs revision at the September meeting.

These discussions and agreements will require a 2/3 vote; so all members must be present at this meeting.

Personal Homework:

Jirivil will work on her vision of cohesion statement.

Spirit will ***create an agenda and send out draft 1 week prior to meeting; amendments/feedback needed ASAP from BFTF members.***

Amy will bring idea paper pads for break out with pens; email regarding meeting scheduling; create agenda with Spirit

Catherine will create a informational business card for ways to contact the BFTF ready for August meeting; will work on her vision statement and will take over admin of Facebook barter fair page with Jefry.

Jefry: Will take over admin of Facebook page with Catherine; review recommendations to the BoD

Paxton will get easels and maps ready for August meeting and prepare the location.

Lucy will prepare and present history of Task Force at August meeting

Amanda will prepare & send out meeting notes for review, get information to Norma for FFN regarding next meeting and email approved minutes for .net website

Meeting Adjourned

Next Meeting: August 18th, 3pm, Alice's Firepit

