

Attendance: Jim Sahr, Cathy Coulson-Keegan, Kim Allen, Ken Kirby, Diane McWhorter, Sue Theolass, Lucy Kingsley Other Participants: Jeff Allen, Bill Wright, Justin Honea, Charlie Ruff

Minutes Approval: Approve the minutes of November 13, 2013 (Cathy/Sue) 6-0-0

Report for FFN: May would be a good month to have a report in the FFN. Perhaps we can write it at one of our spring meetings.

Name for Crafts Lot: A good name is still being sought. This is an important detail and can't be an inside joke, it has to represent a concept that will attract people to the space.

Report from Charlie: Justin will report on the Letters of Interest. Charlie and Justin are bringing some Guidelines changes for Craft Committee endorsement. They had to introduce them to the Board in order to get them into the process for approval at the next meeting, and they apologize for not bringing them here first. They brought them for discussion and to work on.

Report from Justin: Justin repeated his plan to work closely with Craft Committee to make the changes that will affect crafters. Allocation of permanent booth spaces has been paused to work on the process. These guideline changes seek to more clearly describe a collaborative process which would include the Craft Committee, and reflect the current reality, incorporating some guidance for vendors trying to navigate the system. People who read the guidelines carefully include the one-year-only crafters, and new vendors seeking clarifications.

Note: tracked changes in the guideline proposals in red, with green showing Craft Committee suggestions and corrections.

54. One-Year-Only Booths:

One-year-only booths are awarded to the top-ranked crafters (by jury score in the current year) on the Wait/Share list. A crafter who is awarded a one-year-only booth must share that booth with at least one other crafter looking for space at the Fair. A crafter who is awarded a one-year-only booth for two consecutive years will not be eligible for a one-year-only booth in the third year but will be eligible again the following year. Registration will maintain at least 10 booths as one-year-only booths.

Rewrite:

Booth Registration will maintain at least 10 **full size** booths, ~~(remove comma)~~ as one-year-only booths. One-year-only booths are ~~awarded~~ assigned to the top-ranked crafters (by jury score in the current year) ~~on the Wait/Share list.~~ **Top juried crafters have two styles of booths to choose from: Full booths and Single booths. Full booths** are large enough for two crafters. **Top juried crafters who choose these booths are required to find a booth partner to share with. Booth** Registration will provide information on how to find a booth partner. **Top juried crafters need to notify Booth Registration when they have chosen a booth partner. Single Booths** do not require the top juried crafter to share with another crafter. **Single booths typically are half the size of a full booth.** A crafter who is awarded a one-year-only

booth for two consecutive years will not be eligible for a one-year-only booth in the third year but will be eligible again the following year.

Crafters (remove apostrophe and comma) who have submitted an application to sell at the Oregon Country Fair will receive their jury results from Craft Inventory ~~via mail~~. Booth Registration will then coordinate ~~awarding~~ assigning booths to the top juried crafters, in the order of jury rank. Booth Registration will facilitate development of the Wait/Share list and assist in placement. Please communicate with Booth Registration at boothreg@oregoncountryfair.org.

55. ~~Awarding of Booth Space on a permanent basis:~~ Assignment of permanent placement will be determined annually based on: availability of booth space, and the evaluation of qualified applicants. Each year the Fair will determine if there are booth spaces available to award to returning crafter(s) on a permanent basis, rather than for one year only. If space is available, it will be ~~awarded~~ assigned to the top-ranked crafter(s) from the ~~most current Wait/Share list~~ Craft Inventory Jury scores that have:

1. Five years verifiable presence at the Fair as an active crafter; and
2. Presence at the Fair as an active crafter in at least once of the previous three Fairs.
3. Achieved top jury scores through Craft Inventory jury process, in the current year of application.

If applicant has met the above requirements, then, provide ~~an application and~~ written letter of interest to Booth Registration. To help Booth Reg. evaluate the request please include: Booth needs, camping needs, recent jury score results, and possible booth mates. Send request to boothreg@oregoncountryfair.org.

Booth availability will not be known before the April 1 jury deadline. Because of this, returning crafters who are interested in (and eligible for) being ~~awarded~~ assigned booth space on a permanent basis must submit a new application (with digital images and fee) by the April 1 deadline ~~with Craft Inventory~~.

Booth Registration may award booths during the off season, under special circumstances if needed. All eligibility rules apply to these placements. Any Special Circumstance booth assignments will result from consultation with Booth Registration, ~~Craft Committee~~, Craft Inventory, and Management ~~and Craft Committee~~. Jury Score results will be used from the previous year for purpose of calculating eligibility.

58. Strolling craft vendor assignments are meant to provide the Fair with a continually changing atmosphere on the paths. Strolling craft vendors are expected to stroll. Strolling vendors who do not regularly move may face sanctions. Strolling vendors are required to check in with the Craft Inventory Crew at Odyssey at least once a day during the Fair, between 10 am and 5 pm, with their complete path display.

Rewrite: Strolling craft vendors are expected to ~~be able to stroll~~ easily along the path to provide the Fair with a continually changing atmosphere on the paths. ~~Approved strolling crafters must be registered with Booth Registration~~. Strolling vendors who do not regularly move may face sanctions. Strolling vendors are required to check in with the Craft Inventory Crew at Odyssey at least once a day during the Fair, between 10 am and 5 pm, with their complete path display.

Craft Carts: Craft Carts are reduced-sized craft booths (carts) that must have the ability to move when called upon to do so. This booth model is intended to stay in one location during the public hours of the event. Craft Carts will be sited with the ~~assistance and~~ approval of Booth

Registration, and with the input of other OCF crews working in cooperation with CI and operations team. Temporary Craft Carts must be no larger than 4'x6'. Total footprint of booth area must not exceed 8'x8'. Cart and area must adhere to the aesthetic guidelines of the Oregon Country Fair. Cart placement must be such that it does not interfere with traffic or visibility of other booths. Craft Inventory will visit each cart to verify attendance, and verification of craft.

Some of the reasons given for changing the process for placing booths include that working during the offseason to site booths under special circumstances will allow a less-hurried process and more collaboration with Craft Committee and Craft Inventory, and there will be a lot of booths to site in the next couple of years. Leaving it all until after the deadlines creates more chaos in the Solutions. This formalizes the Solutions process somewhat. There is a suggestion for an application instead of Letter of Interest to minimize irrelevant information and create a form to compare booths and needs for evaluation. The information from the LOI will still be needed for a fully informed decision.

A big goal is to provide clarity for applicants, who are new to the process and want assurances and addresses (in the case of the strolling vendors.) "Top juried crafter" is intentionally a bit vague as a descriptor. The process can't be too easy, however, or more people could try to shift booths for minor reasons. The process should be transparent and there should not be any surprises. There has to be a little flexibility but policy is what can be relied upon in decision-making.

There is concern about filling the guidelines booklet with too much detail. Policy has gotten too large to put in one place, but this is the place we are putting it now. It would be better to have the booklet as a tool rather than holding everything there, but that is not something we can fix right now. It can be part of a later discussion.

***Motion: Endorse suggested guideline change #55. (Ken/Kim) 7-0-0

Discussion of #58: Strollers number about 15-20, and very few of them really move easily. This would provide a viable option for those of them who don't really stroll. Suggestions are to make sure there are designated spaces for these carts, and that neighbors are consulted about the spaces. Jeff and Ken from CI could check in with the carts and troubleshoot any neighbor problems with the sites. The carts would be placed on Thursday and stay throughout the Fair.

***Motion: Endorse Guideline 58. (Jim/Lucy) 7-0-0

Discussion of #54: Single booths have been tried and they do suit some craftspeople. They can have a smaller fee to adjust to the smaller space.

***Motion: Endorse Guideline #54. (Jim/Lucy) 7-0-0

Please note: After the meeting the committee continued to discuss the guideline changes by email and submitted further changes.

Letters of Interest for Relocating: Only two crafts Booth Reps with permanent spaces responded with LOI's, along with about 6 strolling vendors and 7 one-year-only booths. Each permanent vendor had some needs to be addressed in a move, and mostly wanted to get their names into the process. Moving from one permanent place to another place can be handled within existing policies, so a few vendors could be placed more-or-less permanently this year. Solutions will still need to happen as it does every year.

Rejuring Discussion: This discussion involves trying to envision the kind of Fair we want to be going forward. It is acceptable for an organization our age to make refinements in process, and periodic jurying could be one. New vendors can have different expectations and conditions than older ones. It could be thought of as an "audit", "review" or "renewal." It can be thought of as a type of pruning to keep the whole plant healthy. We are charged with fostering the craft livelihood and keep it alive. Begin thinking now about how these changes might be introduced and have the broad conversations that might lead to a new policy in the future.

OCF Apps: Apps are easy to create but maintaining the data is the hard part. Putting maps and craft listings in an app would be great but it takes a lot of person-hours to keep the data correct and current. Wifi is still a high priority but there are always going to be limits from the physical site and infrastructure. Trucks can be rented.

Next meeting February 12, 6:00 pm at the town office. Sue will not be able to attend in March or April due to scheduling conflicts.