

OREGON COUNTRY FAIR BOARD OF DIRECTORS MEETING

MARCH 4, 2002

PRESENT: Brad Lerch, Charlie Zennache, Jim Newhall MD, Marlene Monette, Lawrence Taylor, David Liberty, Jack Makarchek, and Charles Drew & David Helton (arrived during announcements), and Jim Sahr & Diane Albino (alternates).

Bear moved, and Charlie seconded, that the April work session agenda item be moved from new to old business. The motion passed: 10 in favor and 0 opposed.

ANNOUNCEMENTS/CALENDAR

Contact Etienne if you are interested in the 2002 Conservation Poster contest for youth grades K-12. The theme is Gift of the Trees.

Happy Birthday to Leslie Scott, our wonderful General Manager, whose birthday is March 5.

Sat 3/2 A benefit for Denny Guehler, aka "The Voice of the Oregon Country Fair" was held at the Wild Duck. Denny was hit by a drunk driver last month and sustained severe injuries. Donations may be sent to the Denny Guehler Recovery Fund at U-Lane-O in Eugene. The OCF donated tickets to the Fair for the Silent Auction at the benefit.

Sun 3/17 The next work session on fundraising will be held in the house at Alice's Wonderland at 11:30am. The gathering will begin with a potluck brunch followed by a panel discussion and conclude with a coordinators' meeting.

Mon 3/25 is the deadline to submit letters of interest to receive training and join the pool of OCF mediators and arbitrators for the newly adopted Grievance Process.

Tues 4/22 Work session on the Barter Fair, Growers' Market, 454 Willamette, Eugene, 7pm.

Sat 5/11 The Spring Fling will be held at the WOW Hall!

MINUTES APPROVAL

Dr Jim moved, and David L seconded, that the minutes of the February 4, 2002 Board meeting be approved. The motion passed: 9 in favor and 1 abstention (Charles).

Charlie moved, and Dr Jim seconded, that the minutes of the January 28, 2002 Board meeting be approved. Lawrence noted that he was listed as being both present and absent. The correction is that Charles Drew listed as absent was present and Lawrence was simply absent.

The motion passed: 9 in favor and 1 abstention (Lawrence).

MEMBER INPUT

Etienne (Security) would like to know details about future plans for the site clean up after the windfall and hopes that members will have an opportunity to give input. She wondered why arborists from Portland were brought in for consultation when we have much expertise within the membership already. She is concerned that the forest environment may be disturbed too much in the clean up. The Fair must exercise responsible stewardship.

Randy Nowell (VegManECS) appreciated the Leave No Trace discussions on e-mail. Today's button message: Remember why you are here!

Don Doolin (Security Co-Coord) put out a plea for a big parachute or some type of shade structure to replace the shade that will be lost as the big ash next to the Dragons was split during the windstorm and will probably be taken out all together.

STAFF & OFFICERS REPORTS

General Manager: norma read excerpts from Leslie's report who missed this meeting because she was speaking at the Northwest Festivals and Events Association Conference. "It has been an incredibly busy month, with planning paths, potlucks, wind storm repercussion discussions, the youth program Express Yourself training and committee work, the March fundraising seminar, capital projects, endowment program and grants, job descriptions, closing out year end books, juggling cash flow, writing my talk for the conference next week and on and on. I am actively negotiating contracts, lots of planning and follow-up on a huge range of operational issues, working on commemorative sales changes, beginning advertising and PR, BUM meetings, reviewing the final draft of the Guidelines, etc. "

Administrative Assistant: Thank you and welcome to Robin Bernardi, a temporary, part-time office staff, who works two days a week. She has lightened the load so norma may focus on the rest of her over-flowing plate. norma has been working on the Guidelines, the Business Directory, which is about to go to press, the coordinators' potlucks and work sessions and the endowment program. She has been updating both the computer and physical files as well as taking a class at LCC on trouble-shooting when the PCs breakdown.

Site Manager: It certainly was an interesting month... It rained one inch on February 7, when the windstorm hit and since then we've accumulated only one-half inch of rain in the rest of February. Andy (Caretaker) and our neighbors who live on the Swanson property literally had to cut their way in to the site on Thursday night. Tree Crew were already present Friday morning when Steve arrived. The damage can be separated into the upland and the wetlands and could be thought of as one the biggest windfalls the Fair has ever received. John Stamp and other Tree crew members estimate that we lost between 12,000 and 20,000 board feet of salvageable fir in the upland acreage. Part of it is high quality fir that may be saved for future OCF projects such as rebuilding Jill's Crossing or as potential building material for the lodge project. Steve's goal as Site Manager is to determine the highest and best use for our windfall. Nancy (Flowers) requested hollow log sections for planters and Construction is eyeing new bench material, posts, etc. He does not want it to become a firewood collection free-for-all. Tree Crew has been on site a lot assessing the extensive damage and clearing the immediate problems. Steve and Andy took a four-hour walk & talk with the Fair's consulting arborists on Saturday, March 2. They are nationally recognized arborists and Fair members who offered their services several years ago, and Steve feels there's plenty of work for Tree Crew, Site Crew and other qualified workers. Steve invited Fair family to come out to the site and see the conditions themselves but he cautioned them to exercise extreme care. The ground is soft, the banks are crumbling, many tree limbs are dangling as widow-makers or are broken higher up and could come down in windy conditions. The paths are accessible, but look out for the caution flagging. We are planning big clean-up efforts in spring as the site dries out and the ground firms up. It's going to take a lot of work to get the site ready for the event! Steve has been talking with the Budget Committee to arrange additional dollars for storm recovery, for things like equipment rental and new chain saws as the current ones are nearly exhausted. Steve will send out a booth damage inventory in the Registration packets that go out later in March so folks may be prepared before they reach the site. However, booth reconstruction will happen according to the regular schedule as published in the Guidelines. The camping areas are another question. Please, remember that it is easier to move a path or a tent than it is to move all the trees. For example, a big fur has fallen across the fire pit in Recycling camp. On the positive side, the land got its largest one-day's addition of duff, organic material that's essential for forest health, and none of the permanent structures on sight were hit. Lastly, nature is a self-healing system and we'll have another great Fair in July.

Treasurers Hilary displayed the large, gold dollar sign necklace that was a gift from Wally Slocum. She joked that she won't remove it from the original packaging so that it may appreciate! Hilary and Leslie met with David Westcott from the Oregon Community Foundation who is interested in sharing their expertise with us. The other OCF is a statewide community foundation that helps Oregon non-profits build and maintain their endowments.

Hilary & Leslie will give a more extensive report back to the board with options for Fair involvement with the Oregon Community Foundation later.

President Jack encouraged everyone to attend the next work session on Fundraising. Come participate in the discussion and help us find creative solutions together to pursue our goals.

COMMITTEE REPORTS

Archaeology: Virgil Courtwright (Coordinator) announced that they have obtained the permits to dig recovery trenches in the lagoons that will be part of the *Culture Camp*. John and Virgil are scheduled to speak at the Dorena schools on Friday and at a Rotary Club luncheon in April.

Tree Crew John Stamp reported that the Fair lost 40 Douglas Firs on site: 28 from Alice's, eight on Dahinda's, and four on Zenn Acres. There are 20 more trees that are still standing that must be removed because they are partially uprooted. This would yield approximately 19,000 board feet of Fir saw logs. He outlined five options: 1)Do nothing, 2)Log and sell the wood (approximately six or seven log trucks full) 3)Mill the logs, 4)Mill the logs ourselves, and 5)Cut it up into firewood. John recommends selling off the best part of the logs and mill the rest.

Lodge Committee The committee continues to meet monthly and will give a full report at the April meeting after they have attended the fundraising work session. They have asked the Board to use some lumber from the windfall as it will enhance the building to have nice, distinctive lumber from our land.

OLD BUSINESS

APPOINTMENT TEEN CREW CO-COORDINATOR

Marlene moved, and Dr Jim seconded, that the Board appoint Jane Robin as the Teen Crew Co-coordinator. Peach Gallery: Kelly Crane (Teen Crew Coordinator) -- "Yeah! Yeah! Yeah!"
The motion passed: 10 in favor and 0 opposed.

APPOINTMENT FIRE CREW CO-COORDINATOR

Marlene moved, and Brad seconded, that the Board appoint Tom Bruvold, as Fire Co-coordinator. *BoD:* David L -- This is the second time he's shown up and there isn't any fire!
The motion passed: 10 in favor and 0 opposed.

DONATION -- SCHOOL GARDEN PROJECT

Dr Jim moved, and Lawrence seconded, that the Board donate \$500 to the School Garden Project. *Peach Gallery:* Steffan Meyer (School Garden Project) said they help schools create outdoor classroom gardens. They are currently working with eight schools and hope to expand into more. They are currently working under the auspices of Lane County Food Coalition. The money will be used to file for non-profit status. *BoD:* Marlene designed the landscape plan at Patterson Family School and is involved with the new landscape project at Spencer Butte Middle School. These programs are valuable. Jim's friendly amendment to lower the donation to \$200 was not accepted. Jim was also concerned that the program did not relate to the Fair's mission nor involve Fair family. Lawrence supports educational opportunities that are not linear nor language-based. Teaching youth about full-circle life is important. Diane -- John Sundquist of Rivers Turn Farm and one of the first OCF board members is very supportive of the program. David L supported this motion as it is one of the best uses of seed money! Jack agreed; it is cool that the Fair will be the organization that helped them achieve non-profit status.
The motion passed: 10 in favor and 0 opposed.

DONATION EARLY EDUCATION PROGRAM

Bear moved, and Charles seconded, that the Board donate \$100 to the Early Education Program (EEP). David H's friendly amendment to increase the donation to \$250 was accepted. Later Jim's friendly amendment to reduce the donation back to the original \$100 amount was accepted.

Peach Gallery. EEP is a private, non-profit preschool program for children with special needs. They are currently in 17 classrooms and receive 85% of their funding from the state. Their annual fundraiser, a concert by the Capitol Steps will be held on March 17, at the McDonald Theater. The Fair donated \$250 last May. Charlie - While this is a worthy cause, the Fair should focus on helping new programs and not constantly feed the same ones.

The motion passed: 9 in favor and 1 opposed (Charlie).

DONATION -- EARTH DAY

Brad moved, and Diane seconded, that the Board donate \$500 to the Earth Day Celebration.

Peach Gallery: MECCA (Materials Exchange Center for Community Arts) is helping DEMI (Downtown Events Management, Inc.) organize the Earth Day Celebration. They plan to have many arts and crafts projects focusing on environmental issues available for youth. Hilary -- MECCA is awesome and does wonderful work.

BoD: Diane -- the Earth Day Celebration is free to the public. She invited Fair family to join the All Species Parade.

The motion passed: 8 in favor and 2 opposed (Marlene & Dr Jim).

BUDGET ISSUES -- BUSINESS DIRECTORY PRINTING EXPENSE

Brad moved, and Dr Jim seconded, that the Board approve the expenditure of \$2,215 to print the Business Directory. Charlie's friendly amendment to increase the amount to \$4,448 for printing additional copies as necessary was accepted.

Peach Gallery: norma said the Business Directory Committee wants the Board's approval to spend the money to print the Business Directory. She also thanked the Business Directory Committee members for doing a wonderful job!

BoD: Brad didn't think this item needed to come to the Board but, he stated his conflict of interest as he has already paid for his advertisement! Charlie's amendment entitled the committee to spend up to the same amount they have taken in as advertising income for printing.

The motion passed: 10 in favor and 0 opposed.

CAPITAL PROJECTS BUDGET

David L moved, and Bear seconded, that the Board approve the Capital Projects Budget for \$49,850 as recommended by the Budget Committee. Bear's friendly amendment to include the Recycling Kiosks lights for \$988.75 was accepted. The Capital Projects budget amended total is \$50,838.75.

Background: Steve Gorham (Treasurer) introduced the Capital Projects budget and explained some changes that had been made to the crew and management budgets. 1)The fence rental expenses, \$2,360, for the Line in the Sand was added to the Traffic budget as part of their supplies and services as it has become an annual expense. 2)They moved \$1300 from Capital Projects to the General Manager's budget, Best Pots line item. This is for showers on the Far Side. 3)The Far Side bridge rental was moved into the Site Manager's budget as it has become an annual expense until we actually build or buy a new bridge. 4)The Budget Committee also recommends a new Revenue item -- the Refrigeration fee. All food booths will be assessed a \$200 fee which will generate \$6000 toward improving the refrigeration at the Fair. The fee may be paid all in one year or \$100 for two years. Daniel Dillon and Sue Kesey who each have a food booth and serve on the Financial Planning Committee support this plan. Thus, the new bottom line, excluding the \$25,000 Endowment donation, is \$7,678. If the Fair has an average gate, then the Endowment donation will certainly be available.

The Budget Committee (BC) received Capital Project requests totaling \$146,517.72. They worked very hard, with help from Financial Planning, to pare it down and began by focusing on four priority areas: health & safety,

storm damage, public areas, and infrastructure. The biggest expense is to upgrade the refrigeration system in two parts. \$5400 will replace the worn-out compressors and motors on the two refer boxes at the Warehouse and convert them from three-phase to single-phase; these will then become the two mobile refer boxes for Miss Piggy's. \$19,100 will build a new walk-in cooler/freezer next to the Vehicle Shed that will be connected to grid power, eliminating the need for a three-phase rental generator there. They will continue to rent one single-phase generator for the Miss Piggy's operation. We will save \$5000 in generator rental fees, and additional rental savings because we won't need to rent two refer trucks for Miss Piggy's. The fee assessment will bring in \$12,000 over the next two years. The BC did not recommend bringing electricity directly into Main Camp this year. The budget also includes vault toilet upgrades to the rest of the toilets since the project by Main Camp proved so successful.

Anne Morris (VegManECS) requested the Board reconsider the recycling kiosk lighting project. It is essential that people are able to see the separate barrels to insure a clean sort. The Waste Free committee has designed a lighting fixture using the cheapest parts available that they will build themselves. It will hook onto the back of the kiosk and provide a minimal amount of LED light. The light fixtures will be stored at one of the coordinators' homes between Fairs. Tim Mueller (Community Village/CV) requested some assistance from the Fair construction crew in the reconstruction of the Come-Unity House. The BC approved this project as the structure has been condemned.

BoD: Brad -- the lights are essential to achieving the Waste Free Fair. The quality of the sort on Monday last year was dramatic. Jack is concerned about the ambiance quality if the kiosks are lighted. David H lighting the kiosks is a higher priority than purchasing cash registers for Commemorative Sales. The BC expects the inventory and sales accountability will increase with the use of cash registers, but David disagrees. Charlie -- the CV structure actually costs more than is listed. Any time we use lumber from the Conde stash we're spending money. He also has many concerns about the refrigeration upgrade plans. No money is budgeted to rent, purchase or maintain the trailers or the cranes to lift the boxes onto the trailers. He is concerned that the refrigeration fee covers only part of the cost while the Fair pays the electric bill. Charlie also thinks it may be time to review the ice sales contract. David H is concerned that the refrigeration fee is unfair to many food booths and food carts who use less refrigeration space than some of the bigger food booths. David H also has reservations about the capital projects budget approval process. He advocated for a capital projects work session in future years.

The motion passed: 8 in favor and 2 opposed (Charlie and David H).

Charlie moved, and Dr Jim seconded, that the Board approve the amended Traffic crew budget.
The motion passed: 10 in favor and 0 opposed.

Charlie moved, and Bear seconded, that the amended Site Manager budget be approved.
The motion passed: 10 in favor and 0 opposed.

Charlie moved, and Bear seconded, that the amended General Manager budget be approved.
The motion passed: 10 in favor and 0 opposed.

CARETAKER JOB DESCRIPTION

Charlie moved, and Marlene seconded, that the Board accept the Oregon Country Fair Caretaker Job Description dated 2/25/02, as presented by the Ad-Hoc Personnel Committee, effective 3/1/02.

Peach Gallery: The essential difference is the position will be full-time with a salary and raises in accordance with the OCF salary step table with a starting salary at Range 1, Step 1. Andy said he started in this position almost four years ago. Although he's ruffled some feathers he has always had the Fair's best interest at heart. He's worked hard and has made his way up to Step 1.1 on the ladder! He thanked the Personnel Committee, Leslie and Steve W for their tolerance and support.

BoD: Charlie stated that the annual salary for Step 1.1 is \$13,500. This document also states that Andy is working as a caretaker on the OCF conference ground.

The motion passed: 10 in favor and 0 opposed.

BYLAWS CHANGE

Jim moved, and Lawrence seconded, that the Board amend the following sentences in Article VI. Membership Meetings, Section 1. Annual Meetings to read: "Agendas for the annual meeting shall be set 55 days prior to the meeting. Items may be placed on the agenda for the annual meeting upon the petition of 25 or more of the members, by presenting the petition to the Secretary at least 55 days before the annual meeting, or at such earlier time as the Board of Directors may designate."

Background: The original language sets the agenda at 30 days. This raises a conflict as absentee ballots are mailed out on or before the 30 day mark while a member could submit an item for a vote at the same time. Thus, the absentee voters would not have the same opportunity as those present at the meeting. The Election Committee can work within this timeline.

BoD: Board members then had a bout of dueling legal opinions whether they could vote on this item now as the intention had been stated last month or if the exact wording must be published. David H moved, and David L seconded, that the Board table this item.

The motion to table failed: 1 in favor and 9 opposed (Brad, Charlie, Dr Jim, Marlene, Lawrence, Jack, Charles and David H).

The motion to amend the Bylaws passed: 8 in favor and 2 opposed (Jack and David L).

NOTE: According to the Fair's attorney, stating the intention is sufficient.

WORK SESSION ON THE BARTER FAIR

Bear suggested that the April work session be designated to discuss problems and solutions to the Barter Fair. The meeting will be held on Tuesday, April 22, to avoid holding the work session on the regular day which is tax day.

The following items were tabled: Donation to the Center for Community Counseling (Marlene) and Grievance Appeal. Jim removed the Ken Kesity Memorial Sculpture from the agenda until he has more details. The next Board meeting will be held on Monday, April 1, (no fooling) at the EWEB building at 7pm. The agenda, subject to change, will include Logo Jurying, Budget Issues including Amended Revenue Projection, Board Liaison for the Business Directory Committee, Donations to Fiesta Latina, Elmira High School Graduation Party, Bus Raffle Proposal, Elders Policy (Brad), and Population Issues (Charlie)
Minutes by Jen-lin