

OREGON COUNTRY FAIR BOARD OF DIRECTORS MEETING MINUTES – JANUARY 26, 2004

PRESENT: Brad Lerch, Jack Makarchek, Greg Rikhoff, Michael Mielnik, Katie Cousins, Anna Scott, Jim Newhall, Diane Albino, Bear Wilner, and Marlene Monette & Lawrence Taylor (LT), alternates.

Leslie arrived at 7:45 because she had to attend the Lane County Human Rights Advisory Committee's monthly meeting that she co-chairs. It was an important meeting that she could not miss as they intended to approve the new officers and set goals for 2004.

MEMBER INPUT

Vince LaRochelle (artisan) expressed concern about the \$100 flat booth fee approved during Revenue Projection. He said that the OCF is a medium income fair and requires much more time and cost to maintain the booth and expenses to be at the Fair. It is one of the most complicated events that he does all year. He requested the BoD revisit this decision because of its harsh impact on many crafters.

Vic Parkison (Pre/Post Security) recommended we use the term, "cost recovery" instead of fee increases as it explains the intention of the increases.

Hilary and Grumpy presented the following budget background:

Those crews that did not submit a budget were given the same budget they had last year. Food vouchers are issued for volunteer shifts from Thursday, noon until Monday, noon to feed the volunteers. They are not compensation. On average, approximately \$5,000 of food vouchers are not spent and \$3,000 - \$6,000 are turned into the Jill Heiman Vision Fund. Big budget increases are: Buses in the GM budget. The contract will increase to \$50,000 from \$42,000 last year; Pre-Fair Kitchen, Entertainment – increase in individual contracts, and Fire Crew is going to put new fire response equipment in Crafts Lot. The Treasurers requested that the BoD approve all of the budgets now and amend them as necessary in future months.

Jack moved, and Katie seconded, that the BoD approve the 2004 Crew Budgets at a total of \$440,805.

Michael questioned how entertainment contracts are determined. Hilary – they are dependent upon the coordinators' discretion. She said that Ben Farrell (Vaudeville Co-Coord) did a lot of research on contracts. The contracts were doubled in 1996, but that was done across the table and so it heightened some disparities. Ben is trying to create more equity. She added that \$4,000 of the Ambiance budget (which includes Blue Moon and Hoarse Chorale) is for staging and sound equipment. Jon Silvermoon (Dog Control Coord) requested more staff. Hilary suggested he discuss the nuts and bolts of staffing needs with the Budget Committee and put it on as new business for the March BoD meeting. Hilary noted that the crew budget requests were \$43,000 more than in 2003. The Budget Committee recommends a \$25,000 increase.

CONFLICT OF INTEREST Brad stated his conflict of interest in that he is a part owner of Royal Blue Organics and that their coffee is used by pre/post Fair Kitchens and Hospitality. This is an individual crew decision. He offered to abstain if anyone voiced a concern. Greg, who co-coordinates Admissions Crew with Tracy Berry and is a Budget Committee member, stated that Tracy represented Admissions throughout the budget process.

The motion passed: 10 in favor and 0 opposed.

BOARD BUDGET

Jack moved, and Bear seconded, that the BoD approve the 2004 Board Budget for a cost of \$57,450.

Grumpy noted that the Donations line item was increased at the request of the past Board. The Law Reform line item was renamed, "Change" to mark a wider scope of interest. Leslie noted that Working Assets Long Distance (WALD) gives away money every year to groups voted upon by their members. The Marijuana Policy Project was recently voted as one of this year's recipients. The office is going to switch its phone carrier to WALD and effectively put the Fair's money where their mouths are!

Jim moved, and Bear seconded, that the Change line item be doubled from \$5,000 to \$10,000.

Jim said that 2004 is a big political year and that the concept of change should expand beyond changing the drug laws to general political action. Grumpy – “Remember the bottom line!” Greg and Michael support the motion, but he would prefer to hear from the membership, especially as the Fair is imposing more fees. Greg would like to add it to the new business for March. Hilary noted that the BoD could revisit this line item after the Fair when they will have a better assessment of the Fair’s financial status. Leslie said we can do a lot of GOTV work with \$5000! Jim Sahr opposes this motion. He said that the BoD should have a clear vision of how to spend the money and not let the tail wag the dog. Jack – The Change line item is a big, political statement by the OCF. If we stay focused on this type of expression then we can motivate people to vote out the current regime. We can revisit this motion as the election draws near.

The motion to amend the Change line item failed: 3 in favor and 7 opposed (Greg, Michael, Katie, Anna, Lara, Jack and Marlene who voted for Diane who had stepped out of the room.)

The motion to approve the Board Budget passed: 10 in favor and 0 opposed. (Marlene voted for Diane who was out of the room.)

GENERAL MANAGER BUDGET

Bear moved, and Jim seconded, that the BoD approve the General Manager Budget for \$414,044.

Leslie noted that one of the big increases this year is the contract with Lane Transit District (LTD) for buses which increased to \$50,000 from \$42,000 last year. She successfully negotiated with the LTD Board to only increase the contract by \$10/hour of service this year instead of \$20/hour that they initially stated. LTD is now charging fully allocated fees to all charter services, which is \$88/hour in 2004. The OCF uses 600+ hours. The OCF will review its contract with LTD next year and consider other available options. Leslie adjusted the Salaries line item based upon the four full time employees pay as per the step increase table approved in the Personnel Policy & Procedures Manual. She also made some assumptions in this line item regarding the positions for a second caretaker and office assistant that the Personnel Committee and the BoD are considering as well as the line items for employee benefits. The Contractors line item includes Security for Far Side and the LTD bus stops as well as other independent contractors. Repairs & Maintenance is a catch-all repair line item for those not included in the Site Manager or Administrative Assistant budgets, and is mostly for property maintenance cost. Last year they finished the parking spaces and installed the railing at the office. Leslie also anticipated an increase in the OCF liability insurance policies this year which will renew in April. The insurances for volunteers almost doubled last year and other insurance policies could be increased at renewal in April.

The motion passed: 10 in favor and 0 opposed.

SITE MANAGER BUDGET

Bear moved, and LT seconded, that the BoD approves the Site Manager Budget at a total of \$39,500.

The utilities and other Alice’s expense are incorporated into this budget. The Far Side bridge was moved into Equipment Rental rather than standing alone. The Vehicle Repair and Maintenance line item is increased due to the ancient vehicles we have. Only one vehicle has fewer years on it than the Fair! The Fuel budget is up because of the Fair’s commitment to converting to bio-diesel and the increasing fuel prices. Steve also included equipment necessary for Tree crew in this budget. Michael questioned which road oil is used on Fair roads. It is the most environmentally correct road oil available and none was used last year.

The motion passed: 10 in favor and 0 opposed.

ADMINISTRATIVE ASSISTANT BUDGET

Bear moved, and LT seconded, that the BoD approves the Administrative Assistant Budget at a total of \$28,050.

Aleta Miller (Business Directory) pleaded her case to increase the Business Directory’s budget to \$3500. The Budget Committee reduced it to \$2000. The *Peach Pages* costs \$3000 to produce 5000 copies at 56 pages/copy. The *Peach Pages* brings in \$4500 in revenue. They cannot produce 5000 copies for the amount budgeted by the Budget Committee. Grumpy stated that they reduced their budget because they thought that there were still 1000 copies sitting in the basement. Aleta said that this is incorrect; she has been distributing them throughout town. Hilary – the original intent of the Peach Pages was a way for Fair family and their services to be known to each other. She is uncomfortable with a general distribution. Brad pointed out that the

