

**Oregon Country Fair Board of Directors Meeting  
August 4, 2008, 7pm, in the EWEB training room**

**Present:** Diane Albino, Danya Ariel, Katie Cousins, Paxton Hoag, Lara Howe, Jack Makarchek, Deane Morrow, Joseph Newton (alt), Bear Wilner-Nugent.

**Not:** Carl Taylor, Lawrence Taylor, Palmer Parker (alt).

**Announcements**

Barbara Edmonds spoke on behalf of the Election Committee. October 18 is the Annual Meeting and Election of Directors at the Knights of Pythias Hall in Eugene. August 25th is the last day to submit candidate statements for inclusion in voter pamphlets and the Fair Family News. A candidate statement is limited to a maximum length of 300 words. Include a photo and contact information. Statements will be printed exactly as received so proofreading is recommended. September 18th is the last day to register as a member in order to vote and is the last day to request absentee ballots for reliable timely delivery. Absentee ballots may be requested up to Election Day but requires arranging for delivery or pick up.

Jen-lin Hodgden mentioned that the annual cider party will probably take place in October. The exact day and time have not been determined yet.

norma sax announced that the Teddy Bear picnic starts at 3pm on August 23rd and the Evaluation Meeting is at 1pm on August 24th at the Entertainment Camp fire pit.

**Approval of Minutes**

***Joseph moved and Katie seconded to approve the minutes of the June 29, 2008 Board of Directors meeting.***

The motion passed: 9 in favor, 0 opposed. Bear reminded the Board that 6 affirmative votes of the 9 Directors present are required to pass a motion at this meeting.

**Member Input**

Cathy Coulson-Keegan of booth 386 on Abbey Rode pointed out that guideline #83 states that fire extinguishers are required for all booths and camps. Those with cooking or permitted campfires must also have a shovel and two 5 gallon water containers with burlap bags. Cathy said that on Saturday at this year's fair between 6 and 6:30pm there was a fire in a tree on Abbey Rode that climbed the moss into the tree canopy. "People from our booth plus booths 388 and 390 and others attacked the fire within the first minute and put it out. The Fire Crew and others took over and the tree was cut." Cathy quoted Maxine Hong Kingston's Chinese mom "We were lucky, lucky, lucky". The incident occurred late in the afternoon, there was not a large public crowd at the time and the wind was calm. Following the incident, she has had many discussions about what could be done to reduce the risks. Some of the topics included guidelines, training, brush clearing, equipment options and equipment readiness. Cathy has put emergency response onto the Craft Committee agenda. She said that we should not take this subject for granted and should make a plan within this next year.

Steve remarked that emergency response and evacuation planning has been ongoing for many, many years. An intensive pre-fair meeting involving the Fire Crew, Fair Central, various operational crews and the management team is held each year and it includes discussion of scenarios, response and contingencies. Ongoing and improved communication, with booth reps for example, will help. This was not an unusual event and a response is usually quick and effective because we camp so close together and most volunteers bring the required equipment. He felt that all points are well taken and said thank you.

Leslie thanked Cathy for the work and thinking and the many good suggestions. The Info Booths are key pivotal areas for emergency response and evacuation. The training is critical and there are plans to devote resources for that work in the budget this fall. The Fire Crew is using an "adopt-a-neighborhood" program as a means of becoming more effective. They really focus on the food booths and that focus is expanding to all the booths. Some of the ideas that were mentioned are already in the works. Cathy said she is pleased to hear that work is ongoing on this subject. She is very proud of the people who were around her for their quick efforts.

Leslie mentioned that at the time it happened, Jeff McBride was on stage at the Daredevil and the tree was visible behind him. When the fire broke out, the audience seemed to think it was either part of the

act or that something may have just gotten away from him a little bit. If there hadn't been a magician on stage the audience may have panicked. We might wonder if some Fair magic-magic was involved.

To the question if the cause of the fire had been determined, Steve replied that an investigation is underway.

Michael Sunanda stated that he is with a permaculture guild and would like to look into getting a permaculture gathering at the Fair site and getting a garden established. Bear suggested that he connect with the Green Thumb crew who has a large garden at Alice's Wonderland that supplies food for the staff kitchen and Culture Jam and other purposes. Michael expressed his thanks for that good news and wondered about how else he could help input permaculture into the Fair. He continued with comments about his interest in democracy at the Fair and his desire to do a study on past and present democracy at the Fair. He remarked that democratic family counseling is also something that he has experience with that may be of interest to Fair Family members.

Deane remarked that the Fair guidelines are on the OCF website. Before our use of the internet the guidelines were not as easy to find so now it is easier to see and read them. Bear identified the web address as "oregoncountryfair.net".

Lara announced that she will not be running for the Board for another term. With the news that BRING Recycling, whose focus is on re-use, will no longer be helping with the Fair's recycling, the Recycle Crew operation needs to change drastically and will require all her time and energy in this upcoming year.

On a second subject, Lara expressed her thanks to everybody involved in this Fair, reminding us that it is an incredible thing that we do. She wanted to say a special thanks to Evam from Child Care, who rousts people up to help clean around Main Stage and who helps get people going on clean up at Chela Mela Meadow. His example is representative of many people in the Fair Family who do extra toward clean up and who "pack it in, pack it out". Their efforts make an enormous difference.

Joseph said that this was an incredible Fair, "the greatest Fair ever", and that while we had really great attendance, in the last ten years we seem to be steady but not growing. He misses the larger crowds from years past and looks forward to the time we have audiences in the 20-thousands and room for them. A special thanks to the people of Path Planning for the work they have started and for their efforts in this direction. "Our Fair has to grow."

Bear, commenting on recycling and clean up, expressed feeling some shame at some messes he found earlier today in some parts of Marshall's Landing. He was able to get a peach cart load out before he was out of time. Campers need to take a deep breath and look back through their areas before they leave to be sure the area is clean and to be sure they have found all the small bits and pieces.

Bear shared with us that there are a couple of new things in his life. One is that he has opened a law practice and the other is that another child, their second, is due in February. In anticipation of the new demands, he has decided not to run for Board re-election this year. He will be remaining an active volunteer with the Fair and hopes to be able to rejoin the Board in a couple of years.

### **Staff and Officer Reports**

**General Manager:** Leslie felt it was an absolutely amazing and very different Fair in many ways as she slowly backed away from pieces of the job and turned them over to the incredibly capable staff and management team.

Leslie said "With all they took on, they had real practice this year because I was sick on Thursday, Friday and Saturday. I was not able to spend time visiting with folks and getting the pulse of the Fair so thanks to everyone for the great job. Every year at this time I ask we pay attention to expressing our appreciation and gratitude with personal comments, by writing notes, by giving hugs and remembering the wonderful and many, many small things that happened that make this thing what it is. This event is extraordinary."

Leslie indicated that the media response this year was better than it's ever been and the Fair is really beginning to be understood in our neighborhood and in Lane County and beyond. She said that people come from all over to participate in putting on the event and to attend the event and their awareness of the importance of the Fair's meaning and message continues to grow. "I urge the folks who decide to run for the Board to think about all that the Fair is all year round, in so many ways, to so many different and diverse communities, and about all we really can be. My deepest gratitude to all of you, thank you."

Leslie recapped the ticket sales. Attendance was up significantly by 1500. Advance indications for a strong Sunday turned out pretty weak. The heat and dust on Sunday may have been the problem considering it is mostly a family and children day. Advance sales and three-day ticket sales were

stronger than ever. The Green Ticket started out really strong, close to 50% at one point, but dropped off after a couple of weeks to about 15% which is about 3 times last year. The committed fair attendees who buy tickets early support the Green Ticket. The Green Ticket brings a lot of education and awareness and it helped win the Mayor's Bold Steps award.

The LTD contract cost extra due to the high fuel costs. Less than two weeks after the fair, LTD announced it was discontinuing the bio-diesel program. Leslie said that announcement was disappointing and that it takes commitment to a program to make it work. There could be a big problem contracting with LTD next year, even if the legislation about using a charter service is overturned. LTD's financial situation may drive the hourly rates higher and we may be missing the bio-diesel part of our partnership. Ian Hill from Sequential is remains committed to bio-diesel using local recycled vegetable oil and non-GMO canola oil so food production is not impacted or threatened. "Our support is important to this complex issue and it matters to our footprint."

Leslie informed us that a report of shigella bacteria at the Fair was made by the media. From the timing and from other reports the infection does not seem to be from any food served at the Fair. Jeff Lange, the head of Environmental Management for Lane County, said that the Fair goes above and beyond the requirements for health safety procedures. The general view is that the bacteria was contracted from outside the Fair. About 8 cases were reported around Lane County. The press conference was called after the report came into the Register-Guard from a member of the public who had been to the Fair for two days and gotten sick a couple of days after the Fair. This person had gone to their doctor and gotten a diagnosis. This is a reportable illness and doctors are required to report a diagnosis to the county. "We are confident that we are doing everything we can and we will redouble our efforts around hand-washing but it seems to have been hard for those eight folks who got sick. We want to reassure people that we are very conscious about our health procedures including those related to hand-washing."

**Administrative Assistant:** norma said thank you everybody for a great party, and that it was pretty amazing seeing the amount of work and love that went into it.

She has received a lot of feedback on e-mail and first time fairgoers really had a good time and can't wait to come back. She has been paying for that fabulous wonderful party, having written about 600 checks so far and wants to thank co-workers, the office crew, and Deni Schadegg who wrote food voucher redemption checks. norma says we are in picnic planning mode and asked that we come help Wally who will give directions for the potluck table. Lara and Buffalo will be behind the grill. Joseph will be making vegi-burgers. The day after the picnic is the Evaluation Meeting and it is an open space format. Lots of good comes out of this evaluation so please participate. norma will be on vacation the last week of August and Robin is working with Culture Jam the next two weeks so please call to check to see if the office is open before you come. August 20 is an all day staff work retreat so the office is closed that day.

**Site Manager:** Steve reminded us that we are welcome to camp on site after the picnic and then attend the Evaluation Meeting the next day and help with post-picnic cleanup.

Steve said that once again he is in awe of what this community can accomplish. "The Fair Family is strong, resilient and creative and it puts on a helluva good Fair, not just in the grand overall sense but in the details and in the human interactions, in the caring and the love that shows. People leave the Fair feeling better about the world, about themselves and about each other."

Steve thanked the four or five volunteers who showed up July 27 for the highway pick-up. This is a really important activity and only takes a couple of hours on a Sunday, 4 times a year. He said "It would really help to get more support from the Fair community; surely, among the thousands of wristbands issued, there are a few more folks willing to pitch in." The next pick up is October 26.

He also thanked his fellow staff, the management team and all the pre-Fair crews. Post fair went very, very well thanks to Recycling, Decon, Post-Fair Kitchen, Charlie, Jeff and Andy. A big thank you goes to Ande Grahn for providing a post-Fair EMT presence.

Then Steve made the following comments. "There is another side of the coin to all these positives that I feel. Recently, I had an enlighteningly ironic moment. Near the end of a recent workday, I grabbed a gator, some garbage bags and my trash picker and went on a tour of the Fair site and picked up what trash I could but was staggered by how much I couldn't. When I got to the parking lots it was windy and what I saw was paper blowing around. It turned out to be Peach Pits and the first page I caught up to and grabbed had my own pompous blather about reverence for the land! Something has to change. This post-Fair mess is beyond the ability of Recycling Crew and the year-round staff to deal with. There

seems to be some of us, the Fair Family, who feel it is 'ok' to trash the Fair site. This is the second year I have found direct evidence, in the middle of the Staff/Craft and OutaSite parking lots where only Fair Family parks. People open their car doors, dump out cans, bottles and fast food garbage and drive away. Bear just mentioned the trash he found at some campsites in Marshall's Landing. There are others. Campers have the responsibility but later in October it will be the staff doing the final cleanup. Maybe the guidelines should say "reverence for the land, when it's convenient". Maybe we need to step up and when we witness something, call on the person to do the right thing. The present trend is disturbing."

To conclude, he thanked the Beaver Open volunteers who gave a free weekend of labor in the preparation for Culture Jam. They want to be a part of our overall culture and help out. They appreciate being able to use the Fair site this Labor Day weekend for their annual gathering.

**Assistant Manager:** Charlie wants to take his hat off to the management team this year. There were a lot of needs around the Fair this year and they dealt with a lot of stuff around the clock with grace and style. He gave a big thanks to Andyman who was the first staff member at the scene of the fire and handled it really well.

The Culture Jam / Beaver Jam annual work party did a long list of work on a long day Saturday. The dishwasher was transferred from Main Camp up to the screened house for use during Culture Jam. The post-Fair crews have a whole different dynamic because the air is out of the balloon but the folks keep their spirits up and always seem to get more work to do and get more work done through the years.

The Fair now has a terabyte of high definition video of this year's event stored at the Hub that will help toward our 40th anniversary multi-media project. Many new ideas were generated with the crews such as special rigs to capture some great scenes and snapshots of the fair for the larger world to see.

In the next four or five weeks, the construction of the archive room at the office will be started, downstairs at the Fair office.

**Office Assistant:** Robin declared that we are on the brink of Culture Jam. There are fifty 14 to 18 year olds ready to go and twenty seven staff who are really cooking on the workshops they will be giving - dancing, singing, theater, sustainability, nature education, and social activism. Five workshops are going each day. The last day the youth will be conducting the workshops. Robin expressed her thanks to Steve, Andy and Charlie and the Beaver Open folks for helping with preparations and said the site is beautiful with the tepee and two yurts. The sign shop is converted to the "Cow Palace" for the theater and a community space. "I am so happy and grateful that these kids will benefit from the love of the Country Fair and will be enriched in the arts at an early stage in their life. We have two kids to each councilor so the ratio is great and the kids get to be with people who really care. We're ready to go and we're excited!"

**Treasurers:** Hilary wanted to dive in first. "I want to thank Grumpy for coming back." (applause filled the room) "For those of you who don't know, Grumpy had a little heart attack the week of the Fair out at the Fair site. The medical staff helped him and *he came back!* Not only did he come back, now he says he is changing his diet and exercise. I'm delighted and thrilled after being so scared. I sure we were all scared we were losing him, and now he is making this extra effort to regain his health and stay with us. I'm so happy!"

Hilary thanked Lucy Kingsley and the others working in the yurt who were spot on. She said that Charlie's work with the people to get the computerized list for wristbands was a huge step. The ramifications are all positive for communications, accountability and caring for each other.

The latest financial statements are woefully incomplete and won't be in good shape until the annual meeting because there are too many receipts and bills still outstanding. The Fair sold out on Saturday and had good sales for commemoratives, ice and registrations. "Even though we were budgeted \$80,000 in the red, our revenue projections were exceeded by about \$200,000. It looks like a profitable Fair but we still have a property payment to consider for the year."

Grumpy thanked everyone helping including Lucy, Frank Sharpy, and all the yurt people, as well as Charlie and all the coordinators with the computer project. He stated that each year we get better and more accurate.

Grumpy said a few words about his experience. "After I was taken to the hospital, I came back and I'm walking down the paths and I walk by people and someone comes up and hugs me, people I didn't even know. Candice tells a story about how she was walking down the path just before we left and someone was going to do something they probably shouldn't have done, I not sure what it was, but they said, gosh, maybe I won't do this, Grumpy had this problem and I'm going to change my life...., or something like that.

It's kind of an incredible little story and it's been just incredible, the outpouring of support. Thank you, thank you all."

**President:** Jack started with a metaphor that he has been using for this last year. "We are always in a circle, and some of the people are behind or ahead and then we all come together. It's so evident this year when you think about the power of a circle, and put it in the context of this organization, how the thank-you's go out, how the activity happens, and how much support is given for every aspect of the Fair, that there truly is this massive circular gathering and interconnectedness."

"We are having a transition. Our agenda has a hiring committee request and work on a Transitional Executive structure. We are on the brink of a transition at the top of our leadership. The Personnel Committee is doing a fine job. We have a PPPM available at the office. We have a good timeline and everybody is being diligent."

"There is much personal sadness for me that this happens in organizations, but it does, and the assurance is that we all understand the gravity and that we are all pulling together to get through and we all believe positively that the right person will present themselves. I have talked to a lot of people about 'just what are we going to do? Leslie's not going to be here anymore' and have had many assuring conversations that we are doing everything transparently and that there is a competent staff and the same bunch of volunteers. I'm feeling very comfortable and not very anxious at this time."

"I can't say enough about Leslie. She has a whole future in front of her. That's what I am thinking about the most right now, and about how to maintain the excellence and to honor Leslie for all she has done. So, thank you and hopefully we won't wear too heavily on you during the transition and your future will be bright and with good health." (applause)

### **Committee Reports**

**Elders Committee:** Chris Brown read the committee report. The committee met at the OCF office on July 24th. Fifteen attended in person and two on line. The subjects of committee budget accounts and post teen / elder teams were discussed followed by review of elder activities from this year's fair. Accounts need to be squared away in preparation for next year's budget cycle. Joining the two situations of an Elders' need for assistance with a post teens' need to find a volunteer job could be a win/win solution. The memorial project was accomplished and very well received. Two social events, The Old Timer's Picnic and The Meet and Greet, were both well attended with great food and music. The Elder's camp had 34 campers and 22 tent tags. At the close of camp, the area was cleaned and checked carefully and then was given back to nature's creatures until next time. The next Elder's Committee meeting will be held at the OCF office on August 28 at 7pm.

**Personnel Committee:** Katie reports that the Personnel Committee has a job description ready to present for Board approval this evening and for an attorney's review. Assuming it is approved tonight, the tentative timeline is to have advertising out by mid-September and a hiring recommendation before the Board for the December meeting. Letters of interest are now officially solicited for the hiring committee. There are five people whose letters were previously submitted who do not need to resubmit. Those five people are Susanna DeFazio, norma sax, Hilary Anthony, Phillip Guyette and Peggy Day. Any others should please send a letter of interest to the Fair office by Aug 29 at 5pm. We expect to put a hiring committee in place at the September Board meeting. A letter of interest should include your Fair affiliation and the skills you bring. A member pointed out that River and Jen-lin were left off the list. Katie clarified that in their letters they had applied for a recent appointment to the Personnel Committee. A member asked if the letters could be e-mailed. Katie said yes. Bear stated that the Board will make the final decision on who is going to be on the hiring committee in order to consider the overall balance and representation of the committee. Jen-lin mentioned that personnel evaluations will also be underway during this time.

### **Old Business**

#### **Budget Issues**

**Bear moved and Jack seconded to add Steve Wisnovsky as a check signer on the Key Bank checking account.**

**Background:** Leslie, norma and Hilary are the current check signers.

**Peach Gallery:** Hilary said that she does not sign operationally, but just for verifications and so forth. Adding Steve will add flexibility for the times that Leslie is not available.

**Board:** Bear asked Steve if he is willing and he affirmed.  
The motion passed: 9 in favor and 0 opposed.

***Bear moved and Paxton seconded to open a checking account at Summit Bank with norma sax, Hilary Anthony and Steve Wisnovsky as signers.***

**Background:** This is an insured local bank.  
The motion passed: 9 in favor and 0 opposed.

***Bear moved and Joseph seconded to open a brokerage account with Siuslaw Bank for Federally Insured Deposits only with norma sax, Hilary Anthony and Steve Wisnovsky as signers.***

**Background:** This account is able to provide multiple insured deposit options. This is the other community bank based in Veneta.

**Peach Gallery:** Hilary indicated that \$170,000 for the Mauldins property purchase might be kept separate from this account in order to meet the obligations for closing. Deane asked if the funds represented a pay-off for the property. Hilary responded that the funds are half of the purchase price.  
The motion passed: 9 in favor and 0 opposed.

***Jack moved and Bear seconded to increase the board refreshments budget line item by \$1000.***

**Peach Gallery:** Hilary explained that this line item covers costs during executive sessions. This budget item has been depleted due to the large number of sessions this year.

**Board:** Bear explained that the money is used to pay for dinner during executive sessions where subjects such as Executive Director job transitions are discussed. Joseph said that it is our tradition to feed our volunteers for their work and that the sessions can last several hours and there have been more sessions than normal this year. Bear said, in the interest of transparency, the meal cost is kept within reason, as illustrated by the taco bar served at today's session. Deane indicated that his work started today at 4pm and he will finish this evening around 10pm.

The motion passed: 9 in favor and 0 opposed.

### ***Consider donation to SE Works***

***Bear moved and Joseph seconded that we donate \$1200 from the Board donation budget to SE Works, a non-profit in Portland.***

**Background:** Pam Hester, Deputy Director, spoke on behalf of the organization. The request is to sponsor an upcoming event "Recipes for Success: Soup Cook-Off and Auction" to be held October 17th. The funds raised at the event are used to support educational and career programs for youth, immigrants and people with criminal histories.

**Peach Gallery:** Leslie recommended that SE Works apply to the Jill Heiman Vision Fund in the future and she asked about recognition for this donation. Pam says the OCF would be recognized on the website, in press releases, be offered a table for eight, and be recognized at the event. The event offers the opportunity to meet with many Portland area leaders and supporters in a social environment. It was stated that the kind of work done by SE Works is fundamental to the creation of a good caring community.

**Board:** Bear thanked Pam for travelling down from Portland and he disclosed that his wife advises this organization and suggested they make this application. Bear observed that many of our Fair volunteers come from out of the local area and many are from Portland. He also mentioned that SE Portland is economically hard-hit and neglected but is a culturally vibrant community. As our organization grows and, in line with Vision Quest goals, we are able to give outside of Lane County. We have \$5480 left in our Board donation budget and this would be a big chunk of it. Joseph agrees that this is a larger donation than average but is worth it for the work that it goes to and as an outreach to Portland. Deane feels that this is a better way to spend money than funding jails. Lara recognized the difficulties that exist today with careers and job-hunting and she feels grateful that someone is doing this kind of work. Jack believes that associating our name with this organization is very positive and would be beneficial. This is very much like sending an invitation to come and get to know the Fair to those people who are served by SE Works. Danya said he likes the cooking aspect of the event and from his experience with the chili cook-off in Veneta, he is interested in how to participate. Deane mentioned that the numbers showing the achievements of the students are impressive.

The motion passed: 9 in favor, 0 opposed.

## **Adopt the Executive Director Job Description**

**Katie moved and Joseph seconded to adopt the following Executive Director Job Description pending a legal review.**

### **Position Purpose:**

*The Executive Director (ED) is the lead management position for the Oregon Country Fair (OCF). The ED is responsible for integrating Board policy into OCF events, procedures and programs. Responsibilities will vary based on specific job requirements related to year-round personnel management, program development and implementation, public and community relations, marketing and fund raising, financial and risk management, philanthropy, and long range/strategic planning.*

*The ED is responsible for promoting and marketing all OCF events and is the main contact for all media relations. The ED acts as an ambassador for the organization and is expected to interface with public figures.*

*The ED works under the direction of the Board of Directors (BOD). The BOD has the responsibility for hiring and firing the ED and will evaluate the ED annually. The ED is a contracted employee.*

### **Scope of Authority:**

*The ED will coordinate, supervise and evaluate all other paid employees. The ED shall be a member of all hiring committees and will have the authority to hire and fire employees in BOD approved positions.*

*The ED has final decision-making authority on all event operational issues. The ED is a full and active participant in choosing and directing the year-round management team. The year-round management team consists of volunteer back-up managers and all management employees. The ED or the ED's designee may remove or replace volunteer staff, coordinators, performers, booth persons, and visitors from OCF properties and/or functions. The ED or the ED's designee resolves disputes on OCF properties and/or functions between affected persons or makes other means of mediation/resolution available in addition to the approved OCF grievance procedure.*

*The ED may close the Fair for public health and safety, weather, or financial reasons and must convene the BOD as soon as possible for ratification of the decision.*

### **Essential Job Functions:**

*The ED is charged, along with treasurer(s) and relevant committees, with financial oversight of the OCF. Duties include negotiation and administration of all contracts. The ED will develop and oversee all grant applications and may write and administer grants. The ED will make prudent decisions on deviations from approved budgets to meet crisis situations as necessary. The ED may spend up to \$1,500.00 per incident above budget amount without approval in a non-emergency situation, but not more than \$10,000.00 per fiscal year for any expenditures not having pre- or post-expenditure BOD approval.*

*The ED has the authority and responsibility to initiate examination of operations, structure and process, make policy recommendations, and implement solutions and/or improvements. The ED has the authority to make operational changes as needed. Consultation with affected parties is preferred. It is the ED's responsibility to implement OCF bylaws, guidelines, and BOD policies. In some cases the ED may make operational decisions on issues not defined by OCF bylaws, guidelines, BOD directives, or other written documents. The ED is responsible for coordinating the review and evaluation of OCF-sponsored programs. The ED will present a written summary report to the BOD no later than the annual meeting or when requested by the BOD. The ED will provide oral and written reports at monthly BOD meetings.*

*The ED oversees and helps coordinate OCF philanthropic programs. The ED will meet with the BOD and members of the OCF's philanthropic committees on a regular basis. The ED will participate with membership, volunteers, BOD and committees on long range strategic planning.*

*The ED will work with membership, committees, community partners, and marketing experts to develop program proposals for review, approval, and funding by the BOD. The ED is responsible for coordinating the OCF's existing programs as well as initiating new program development.*

### **Critical Skills, Knowledge, and Abilities:**

- Experience in planning and coordinating events
- Experience working for a non-profit board of directors
- Financial management

- Strong oral and written communication skills including public speaking skills*
- Workplace systems management and analysis*
- Employee supervision, management, and evaluation with ability to motivate employees and volunteers*
- Skilled in conflict resolution, crisis management, mediation, and cultural competency*
- Grant writing and fund development*
- Public and community relations*
- Marketing and advertising*
- Ability to work effectively with a diverse community*
- Program development*
- Demonstrated proficiency with word processing, database, spreadsheet, accounting, and presentation software programs*
- Familiarity with state and federal employment laws*

**Education and/or Training:**

*A four year degree or higher in an appropriate discipline is required in addition to experience adequate to fulfill the essential job requirements.*

**Salary Range:**

*The Ed position salary range is defined by Steps 4-1 (currently \$40,300/year) through 5-7 (currently \$65,200/year) in the step tables.*

**Job Location and Working Conditions:**

*Primary working conditions are in an office environment which includes business telephone, copiers, fax machines, voice mail, computer printers, and other office equipment. The execution of other duties will require the ability to climb, step over objects, and maneuver through loose or wet soil similar to that of a construction site. Event working conditions will require the use of communications equipment, including two-way radios and other communication equipment (examples include land line telephone, intercoms, pagers, and cell phones).*

**NOTE:** *This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization."*

**Peach Gallery:** Rivka feels the description is well written but she questioned whether a four-year degree should be mandatory.

**Board:** Joseph feels that a mandatory four-year degree is worth questioning but that it is an important qualification, that this description will evolve as needed and that this description is a great start. Lara asked that the word "volunteer" be inserted into the first sentence, last paragraph under "Essential Job Functions" as a friendly amendment. Katie and Joseph accepted the friendly amendment after a short discussion. Bear feels persuaded by Rivka's concern and suggested use of the words "strongly encouraged" in place of "required" and offered the change as a friendly amendment. After discussion, the change was accepted by Katie and Joseph. Jack and Grumpy both offered views that a degree is an important qualification in today's world and is indicative of a person's ability and drive.

The motion passed: 9 in favor, 0 opposed.

The meeting was adjourned at 9:30pm. The next Board meeting will be held on September 8th at 7pm on the Fair site at the yurt. The tentative agenda items are Path Planning committee appointment (Deane), Executive Director Hiring Committee appointment, Personnel Policy and Procedures Manual changes (Katie), Transitional Executive structure, Rock the Future donation request (Lara), Fern Ridge Community Action Network donation request (Bear), Endowment principle contribution (Bear), Groundwaters donation request (Joseph), Goal One working group formation (Diane), Ancient Ways donation request (Lara), and a thank you letter for and disposition of last year's Vision Quest projects (Paxton).

*Feel free to contact me (Bill) at [billyboyy@hotmail.com](mailto:billyboyy@hotmail.com) if you have questions or comments on these minutes. You may remember the David Bowie lyrics "Ch-ch-ch-ch-Changes, Turn and face the strain, Ch-ch-Changes, Pretty soon you're gonna get a little older, Time may change me, But I can't trace time."*