

**Oregon Country Fair Board of Directors' November Meeting
November 7, 2011, 7:10pm at EWEB**

Board members seated before election ratification: Diane Albino, John 'Chewie' Burgess, Katie Cousins, Paxton Hoag, Lara Howe, Jack Makarchek, Deane Morrow, Jon Pincus (alternate), Indigo Ronlov (facilitator), Anna Scott (alternate), Jon Silvermoon, Lawrence 'LT' Taylor. **Board members seated after election ratification:** Diane Albino, John 'Chewie' Burgess, Saman Harnsongkram; Paxton Hoag, Lucy Kingsley (alternate), Jack Makarchek, Deane Morrow, Indigo Ronlov (facilitator), Anna Scott (alternate), Jon Silvermoon, Lawrence 'LT' Taylor; Bear Wilner-Nugent. **Peach Gallery present:** Staff (Charlie, norma, Steve, Andy, Tony), 3 officers (Hilary, Grumpy, Bill) and about 20 members and guests.

Agenda review

Old business: Approve October minutes (Indigo); Ratify the Board election (Jack); Appoint 2011-2012 officers (Bear); Donation Request consent calendar (Indigo); Budget items (treasurer's budget report); 2011 Green Ticket fund allocation (Indigo); Community Center funds designation (Indigo); Site Manager sabbatical (Jack)

Tabled business: Post Fair services budget (Jack)

New business: Initiate By-Laws revision for vice-president duties (Jon S); Initiate By-Laws revision for Board service membership (Jon S); Set 2012 Board meeting dates for Jan 9, Jan 30 (budget), July 1 and Sept 10 (Indigo); Board committee liaisons (Indigo); WOW Hall membership (Chewie); Endowment increase (Paxton); Appoint Laurie "Heidi" Doscher to the Endowment Committee (Paxton); Appoint Tony Clementi to the Budget Committee (Deane); Employee holiday appreciation (Jack); Adopt General Manager job description (Bear); Appoint General Manager (Bear); Adopt Administrative Assistant job description (Jon S); Adjust Administrative Assistant compensation (Jon S); Occupy investment (LT); Appoint vice-president from nominees Chris Browne, Paxton Hoag, and Indigo Ronlov (Jon S).

Approve Minutes

Indigo moved, Chewie seconded, to approve the minutes from the October 2011 Board meeting. The minutes were approved 9-0-1 (Katie abstained).

Ratify Election and Elect Officers

Jack moved, Anna seconded, to ratify the Board of Directors election results from the Annual meeting. After discussion, the motion passed 10-0. Peach Gallery: What were the election results -Joseph? Heidi publishes the results in the November FFN - norma. Numbers were not published years ago but have been in recent years -Palmer. Chris read the vote tally (Paxton Hoag-441; Bear Wilner-Nugent-398; Lawrence Taylor-360; Saman Harnsongkram-347; Deane Morrow-341; Lucy Kingsley-302; Jon Pincus-281; Joseph Newton-252; Ellen Singer-234; David Walker-177; Michael Richards-168). Paxton, Bear, LT, Saman and Deane are elected for a two-year term with Lucy elected as alternate. **Board:** Some Board members were called with the results and others were not. We need a process of releasing results that is not dependent on whom you know - Jon S. Election numbers are not as important as the results -Chewie. Nothing is gained by not releasing the numbers; a process is needed -LT. Lara: thank you to my family and the members of the Fair who let me serve for three terms; it blows me away and it's a really beautiful thing. I am grateful for what I have learned; the job can be thankless

but many people say thanks for the hard choices and those voices are important. I have a lot of respect for these Board members; thanks to all the incumbents and the new candidates in this year's election. The motion passed.

Katie, Lara and Jon P stepped away from the Board. Saman, Lucy and Bear stepped forward.

Bear moved, LT seconded, to elect Laurie Doscher as membership secretary, Bill Ganser as recording secretary, Hilary Anthony as co-treasurer and Jack Makarchek as president of the Oregon Country Fair. The motion passed 10-0.

Bear moved, Jack seconded, to elect Steve Gorham as co-treasurer of the Oregon Country Fair. After discussion, the motion passed 8-2 (Deane, Jon S opposed). Peach Gallery: Grumpy has served in this role with me for many years and I would like that to continue; the financial system requires a lot of work and responsibility. A policy concern should not use this vote as a way toward resolution; an interpersonal issue seems to be involved; do things in a fair way and please support Grumpy -Hilary. Grumpy has served well in this position and we need to keep him in the role -Charlie. We need his "grumpy" voice; there is no reason not to continue -Joseph. He is a straight shooter and works hard; was there a mistake not to include Grumpy on the first motion -Andy? He is the glue that holds the Budget Committee together -norma. **Board:** My objection is about a single person serving in both a major financial position and a major managerial position at the same time; this is not about Grumpy's performance; it's about the principle of not allowing that situation and would apply to anyone -Jon S. When one person has too much power it's not good for the person or the organization -Deane. **Peach Gallery cont:** Grumpy is trusted; there are examples of other persons serving in more than one position -Palmer. Grumpy provides us a clear moral compass and he holds us to that higher level in our disagreements -Sara. Grumpy can make the hard issues more transparent; he speaks out and is effective -Tony. The example of making revenue decisions related to towing and also keeping the books illustrates the potential conflict -Jonathon. I strongly encourage the Board to retain Grumpy as co-treasurer, he does an awesome job; I also concur with the principle that Jon S put forward; the Fair is larger and more complex now and the organization should follow good organizational principles going forward -Jon P. The co-treasurer does not spend or collect income in any part of his management role so the question about principle is not obvious -Charlie. **Board cont:** I support Steve; his work is good and reliable; I sympathize with the policy viewpoint -Paxton. We have two discussions - his personality and the structure of our organization; Grumpy and I have had disagreements in our discussions but his intelligence, integrity and love of the Family is clear; his determinations are not an issue because we have so much transparency; he is not thin-skinned -LT. The policy point is understood but I have butted heads with Grumpy and worked with him and he has demonstrated his value; this principle is a slippery slope because we have duality in other places; I support this appointment -Chewie. This motion was offered because we have these different viewpoints; however, opposition to this appointment is not appropriate because there is no actual concern -Bear. Specifically, a few years ago, Grumpy caused the Elders committee to call some Elders on the phone and take back some camping pass promises and give refunds even though extra camping passes were available later; the Elders were not treated nicely; raising an objection was not easy because Grumpy was in the line of authority; there is too much power in one person - Deane. Co-treasurer service means coming to many meetings and doing lots of work without having a vote on decisions; this officer role carries a lot of responsibility but gets no pass so that same person must do another job in order to earn their pass; the

question is about trusting our volunteers and appreciating those who give so much of their time -Anna. Grumpy can show a side that needs showing at times; the responsibility is intense and our disagreements are scrutinized -Jack. If I could I would cast a vote in favor of this appointment; Grumpy shows integrity and honor and can say things others don't want to hear; the diplomatic and mindful and grumpy sides all come through; this principle, in our organization, is not well advised -Lucy. This is not about performance, it's about the principle; Grumpy does a great job -Jon S. The motion passed.

Bear moved, Saman seconded, the Board now conduct an election for the office of vice-president in which the first person to attain 7 votes will be elected vice-president with the candidates being Indigo Ronlov and Paxton Hoag. Jon S moved, Paxton seconded, to table the motion. After discussion, the motion to table failed 5-5 (Jack, Diane, Bear, Chewie, Indigo opposed). Voting did not conclude with either candidate receiving seven votes after two attempts. Peach Gallery: This is an important role so please proceed and fill the position -Tony. What are the responsibilities -norma? The vice-president is to be available if the president is dead or incapacitated -Indigo. Does the motion allow the alternates to vote -Brad? Do it tonight -Spirit. This was decided at the retreat; what about the views of the members and why is it a Board member -Chris? The Board members decided to make the selection this way at the retreat -Bear. This decision is significant, is not clear, and is not urgent so press 'pause' -Charlie. I still plan to be here tomorrow -Jack. It's unclear -Joseph. What is the problem, go forward with Bear's motion -Jen-Lin? The retreat discussion was quick; this is not the normal way of voting on motions; the officer does not need to be a director -Jon P. **Board:** This position is new; the Board nominated first and is playing it out now in open session; officer selection is up to the Board and the officer does not have to be a Board member; our purpose is to sort it out between the two interested parties -Jack. Tabling won't make a difference -Diane. When we approved the By-Law amendment creating a vice president we did not assign any duties to the position. Now we are assigning duties. Tonight is the first time the membership has known who is being considered for the position. Tabling will enable us to hear from the membership before we elect one of the two candidates -Jon S. There shall be no requirement that an officer be a Board member; the vice-president steps in to fill the unexpired portion of the president's term; an officer is elected if there is a vacancy at any time; there is inconsistency in our By-Laws; this is not an urgent matter -LT. This motion is a surprise; the election should be announced giving the membership time to comment and the By-Laws Committee time to work; there is no hurry -Paxton. Yes, press pause -Anna. Table this -Deane. At the retreat we agreed to do this tonight; officers are to be elected by the new Board at their first meeting; this form of motion to vote is allowed; we have two candidates; what the heck -Bear. The Board does not go to the membership for the other officer selections; we should do this tonight -Chewie. The Board avoided this decision at the retreat and decided to make the decision at this meeting -Indigo. The motion to table failed.

Main motion discussion began. **Chris asked to hear the two candidates speak.** **Paxton:** This is a new position. I have the necessary skills and a good understanding of the Fair. I have been involved with the Fair since 1969; I've been a crafter, worked in a food booth, been on staff and been on the Board multiple times. I know how the Fair works and how the budget works and could step in if needed. This position is new to the organization and I can help develop the position and By-Laws. I have received e-mails of support. **Indigo:** At the Board retreat, Katie nominated me and Bear seconded

my nomination. I have been a volunteer at the Fair in varying capacities for 21 years. I have artistic, relational, organizational, managerial, and supervisory skills as well as event security experience. I am a systems thinker and have a well developed sense of "fairness". The president's role has much to do with communication, relationships, connections and negotiations, all of which I am very capable. I have been facilitator for three years, working with Jack to prepare for meetings and learning much along the way. I believe it is important to honor our younger generations by proving that places of leadership are attainable. I have the abilities to serve, and I love our organization.

Peach gallery: In her facilitation and Board work, Indigo has met often with Jack and has been very active in the facilitation role for the Board; I love Paxton but we should send a message to our younger generation by supporting Indigo -Brad. I respect Indigo's holistic and unique perspective in bringing everybody together; choosing her is nothing against Paxton -Spirit. Either would do a good job; I support Paxton because he brings wisdom and, if this position must advance to the presidency, he has the qualities of a deep background, tribal knowledge, and the ability to separate the personal from business; the insertion of generational concerns into the discussion is troubling; I don't see many youth here including either candidate; for these critical positions we need to look for a deeper level of wisdom -Jon P. The two alternates should vote instead of the two candidates -Andy. Support Paxton on the basis of institutional history and accountability to the membership -Joseph. Deane was inaccurate and was not factual in his comments during the last motion about my election -Grumpy. Both candidates are qualified; age warfare will bring us down; we need younger blood -Grumpy. Just vote -Jen-Lin. I love both candidates but gender equity matters and it's not balanced in our leadership -Sara. **Board:** This selection is not easy because both are good candidates; this is not an ageist question; Indigo brings amazing things; Paxton would be ready from day one; gender imbalance pushes me to Indigo -LT. The suggestion about alternates voting does not have merit; this is the way decisions are made -Bear. The decision is difficult; I will support Indigo, not due to age, but due to confidence in her ability -Chewie. I'm not sure and I need more input -Deane. I love both of them and want to vote for both -Diane. I'll vote for Paxton; he has the depth of knowledge to step in; this is not about age or gender; there weren't many young people or women on the ballot as candidates for the Board election and that is the place for those choices -Jon S. I reject the age concern; I support our young members and I have great support among the Fair family -Paxton. The board voted 4 for Paxton (Jon S, Diane, Deane, Paxton) and 6 for Indigo (Chewie, Saman, Bear, LT, Jack, Indigo). An immediate second vote returned the same results. **Anna moved, Deane seconded, to table the motion. After further brief discussion about process, the motion to table failed 5 - 5 (Jack, Bear, Saman, Chewie, Indigo opposed). Bear withdrew the motion.**

Indigo moved, Bear seconded, to appoint Paxton as the vice-president. The motion failed 5-5 (Jack, Bear, Chewie, LT and Indigo opposed).

Bear moved, Chewie seconded, to appoint Indigo as the vice-president. The motion failed 5-3-2 (Jon S, Paxton, Deane opposed; Saman and Diane abstained).

Announcements

The date of the annual Financial Planning meeting is September 19, 2012. -agreed at the retreat

The endowment request for proposal is due Jan 20th; educational and non-profits from west Lane County can find information on the website. -norma

The Jill Heiman Vision Fund category of basic needs was selected for grants in 2012.
-norma

Four "fare-thee-wells" are noted with sorrow: Valerie Vogel (crafter), Scott Taylor (Walking Liberty moccasins), Amira Sue Simons (Community Village) and Janet Tarver (Elder, Community Village). -norma

Steve has invited folks over to gather and remember Janet on Thursday at 6pm. -Jon S

Occupy Eugene needs help and expertise from the Fair. Sanitation, community building, and care for the homeless and mentally ill are challenges at the Washington-Jefferson occupation. Portable toilets, propane, outreach and flyers are just some of the expenses. The website at "occupyeugenemedia.org" is active, participants are involved, and actions are underway. -Christine and Jain

Please add "Occupy investment" to the Board's new business agenda for December.
-LT

Another "fare-thee-well" is noted for Cassandra Murray (security). -Spirit
Community Village is accepting applications for a new restaurant for 2012; application links are on the website and the deadline is Dec 1. -Jen-Lin.

The wreath making party will be held on site on Dec 3-4. -Jen-Lin

I'll miss the December Board meeting; it's my 51st birthday. -Chewie

Occupy Eugene really needs to see more Fair Family faces. -Bryan

Information for 2012 event poster submissions is on the website. -Charlie

Business

Jon S moved, Bear seconded, to move the two By-Laws agenda items from New to Old business. The motion passed 10-0.

Donations Report: The Donation Requests consent calendar shows expenditures to date of \$13,000. Requests on the calendar are Eugene Peace Choir for \$500 and Stepping Stones for \$800. There are no outstanding requests at this time. (Eugene Peace Choir was incorrectly identified as Oregon Peace Choir and as a result of the confusion the request was removed from the calendar for further discussion.) **The November consent calendar was passed by a vote of 10-0.**

Deane moved, Paxton seconded, to donate \$500 to the Eugene Peace Choir. The motion passed 10-0.

Budget report: Hilary said meetings are underway as the crew budgets are prepared. The first coordinator's potluck will be held on January 21st. Crew budgets will be presented to the Board on Jan 30th and Capital Project proposals are due at the office by Jan 31st. Grumpy said a clarification about the non-profit booth fee increase will be presented when Justin is available to clarify the change. An amendment may be needed.

Indigo moved, Bear seconded, to allocate the 2011 Green Ticket revenue of \$45875 to the Community Center green features fund. After discussion, the motion passed 9-1 (Jon S opposed). Peach gallery: What about more photo-voltaic cells -Palmer? Peach Power has about \$45,000 for project allocations at this time and Peach Power can go ahead with those things -Hilary. This money should be going to things that would not be happening otherwise -Joseph. **Board:** I will vote against, not because I don't support green items, but because I think we should use the fund to allocate to green items as they arise; we can shift green funds to the Community Center when they are needed; I think all our expenditures should meet green criteria -Jon S. As part of the Community Center fund, could the money be used for green features of the upland

kitchen part of the project -Paxton? Hilary affirmed. The Green Ticket fund was established seven years ago with the idea that Fair-goers could give to a fund for green objectives; this is a branding we need to honor -Bear. These funds are not restricted funds and can be redirected later on by the Board -Indigo. The upland kitchen is part of the Community Center, it is not separate -Chewie. The motion passed.

Indigo moved, Bear seconded, to move \$100,000 of excess revenue into the existing Community Center fund. After discussion, the motion passed 9-1 (Jon S opposed).

Board: In opposition, the Community Center project is not far enough along that we need to allocate additional money now; the money could be used for other purposes; \$20,000 could be given to the Applegate Theater project for their community center project in Veneta; we could explore supporting community centers throughout the state and bring our programming to people throughout the region rather than expecting people to come to our location -Jon S. If this passes, how much is the total in the Community Center fund -Paxton? The total would be \$300,000 designated plus about \$15,000 unrestricted; the upland kitchen is the first phase -Hilary. These funds are designated but unrestricted so they can be moved; they are symbolic of the Board's support -Bear. Wasn't just \$150,000 set aside so far -Deane? There have already been set asides of \$50,000 and \$150,000 -Hilary. I was against the booth fee increase; this \$100,000 is on the backs of the booth people at a tough time -Deane. There was about \$200,000 in excess revenue; how is it being used -Jon S? We don't always allocate all the excess revenue; land payments, operating expenses, the rainy day fund, and other projects are other uses for these funds; that's why we only recommended \$100,000 for the Community Center -Hilary. Is the potential property purchase and the needs for infrastructure considered -Jon S? Yes, the Community Center amount was scaled back for that purpose -Charlie. The motion passed.

Jack moved, LT seconded, to grant the Site Manager's request for a December, January and February sabbatical. Steve said he plans to do research on long range projects for the Fair and to travel and see family. **The motion passed 10-0.**

Jon S moved, Chewie seconded, to direct the By-Laws Committee to draft revisions specifying the vice-president shall assist the president in the performance of his/her duties and perform such duties as the president delegates to the vice-president. The language should say the assistance part is also delegated but not mandated -Jack. This motion just gets it out to the committee -Bear. **The motion passed 10-0.**

Jon S moved, Deane seconded, to direct the By-Laws Committee to draft a revision to add volunteer service on the Board of Directors as a qualification for Fair membership [and to consider other qualifications]. After discussion, the motion failed 4-6 (Jack, LT, Bear, Saman, Chewie and Indigo opposed). Peach gallery:

The Election Committee and membership secretary should be consulted; there are lots of other ways people participate -Jen-Lin. Board service is the number one volunteer service and should be treated accordingly -Jon P. This is about voting and about qualifying for the Board and not about a camping pass -Hilary. The motion should be broader because there are other possible and new ways to be a member -Grumpy.

Board: Please accept a friendly amendment that the By-Laws Committee also addresses other people and participation -Indigo. I'll add "and to consider other qualifications" - Jon S. Deane agreed. I am opposed; Board service time is given without expecting a benefit which makes Board service a special and higher level of commitment to the organization; trading off that work diminishes that level of commitment; we are a temporary intentional community with camping space concerns and volunteer time

activities that establish our membership interest; tangential activities or associations are not appropriate for membership as they have no literal stake on the ground during the event on that weekend -LT. I am opposed; it is not right to get perks for being a Board member such as a wristband or main camp meals; Board service needs to be above and beyond the volunteer service that establishes membership -Bear. I am opposed; Board service is a privilege for members of our organization; volunteer service time gives a member the opportunity to offer even more time as a Board member -Chewie. It's ok for the By-Laws Committee to look at the larger picture of membership qualification but making Board membership a qualification is questionable -Lucy. This By-Laws motion is not necessary as Board service should not come with extra perks or be a volunteer career path -Indigo. I think this should go to the By-Laws Committee; in my case I was a member from volunteering with Photo ID; I gave that up when I became a Board member; I put in lots of hours for the Board and on committees; I am qualified as an Elder but I prefer to get a camping pass for my Board service and committee work; send this item to the committee -Paxton. At one time a person could be a Board member without being a member of the Fair; that was changed; the By-Laws are clear about how to be a member -Jack. Board members have all volunteered for the Fair prior to being on the Board but, if like Paxton they leave their qualifying activity, they should be able to get a pass for the time they give in their Board service; there are examples of others who get a pass without giving any volunteer time -Diane. Membership is required to be elected to the Board but if the person's qualification is given up then the Board member could not run for a subsequent term; this motion fixes that problem and it's not about getting perks; the By-Laws need to be reviewed on this question -Jon S. Keep the wristband question separate from the membership question; no Board member has ever not been issued a wristband -Grumpy. One should not get a pass for time on the Board; qualifying for Fair membership by Board service time is the confusing part -Chewie. It's fundamental to be a Fair member in order to be a Board member; an Elder can give up their volunteer spot, still be a Fair member, and be a Board member; are we governing by exceptions -Jack? As Board members we need to pay attention and take time to learn about event issues but our membership qualification time can cause a conflict with being able to do that work. An example is how booth reps are required to stay in their booth during the event hours -Deane. Paxton is a Fair member because he is an Elder -Diane. I don't see where the current By-Laws state only members can be Board members -LT. The motion failed.

Staff Reports

Operations Manager: Charlie thanked Jon P, Lara and Katie for their service on the Board and he welcomed the three new board members and the new start. He thanked Heidi, Jen-Lin and the rest of the Election Committee for their work for the Annual Meeting and Board Election in October and thanked K8 and Rich and their crew for putting on the Election Forum. The Lovell application for Culture Jam is finished and Robin suggested we say thanks to Linda Rymers, Leslie Scott and Caroline Sykora for their help as well as Marlene, and Steve and Jane Lovell. Charlie said Robin is doing a superb job with Culture Jam. This year's Board retreat was very productive and covered a lot of ground and is one of our most important activities each year as we consider our direction and the huge amount of work and new projects. It's our annual collective snapshot. One reminder, the guidelines revision proposals are due by the end of the year.

Site Manager: Steve expressed his appreciation to the outgoing Board members and his best wishes to the new Board members. While the Board, officers and most of the staff were away at the Board retreat last weekend, the VegManEC crew and Jeff Johnson, site groundskeeper, were busy working on site, putting in erosion control dams on the paths. This hard work was nicely done thanks to all who pitched in. The site is wet and soft and vehicle traffic is restricted to gravel roads and parking areas. The flood plain will be closed soon but as always walkers are welcome. Some temporary hard anchoring of trees and brush piles along the river bank, using concrete blocks, wire cable and hardware is underway this month in order to prevent major loss of trees and for bank stabilization projects during winter erosion. The hard armoring materials will be removed in spring; the soft armoring materials (live plants, cuttings, straw bales, woody debris and jute fabric) are intended to become part of the riverbank. Steve said work lists for site staff are being prepared in anticipation of his winter sabbatical absence.

Administrative Assistant: norma said the office is quiet at this time of year. Robin is out of the office and on a sabbatical but she did come to the retreat. A Culture Jam volunteer, Beth Hoyt, is coming in to help with the phones while Robin is gone. As our accounting system is converted to Quick Books time is being spent to create new reports. In January we start the whole race over again by taking applications for crafts and performers and doing the budgeting. The office will be closed for the last two weeks of December and the staff will be using vacation time during that holiday period. Thank you everybody.

Assistant Manager: Tony thanked the Board for the opportunity to work for the Fair and noted that he will be ready to ask for a sabbatical about 78 meetings from now! There is a lot of work with crews and crew budgets coming ahead. He thanked the Board for the great retreat.

Committee Reports

The Elders Committee met in the town office at 7 pm on October 26th, with fifteen people in attendance. The minutes from last month's meeting were reviewed and approved for posting to the OCF web page. Nine new Elders applications were reviewed and approved. Two other applications received require further verification before being accepted. This brings the total number of active approved Elders to 609. A report was given about the Spirit Walk that took place on site on October 8th. The fair site was a very active place that weekend with several other parties taking place as well. There were fourteen people that completed the entire walk-about and everyone thoroughly enjoyed themselves. A report on the developing archive project was given. To date the activities are mostly a learning experience of how other organizations do their archiving. This research will benefit us as we develop our OCF archive project. The Committee reviewed the final draft of their 2012-13 budget requests that have been submitted to the Budget Committee. This review is so that all the Committee members are aware of what has been submitted. The Elders meetings for both November and December have been moved back one week due to the holidays. The November meeting will be held in the town office at 7 pm on November 16th. -Chris

The Path Planning Committee met on October 16th at the Hub Yurt with seventeen people in attendance. A recording secretary was appointed to cover the meetings for the next year. The work plan for the coming year was reviewed, corrections and changes noted and approved. Operations reported on the progress to date on the Gypsy Way project to create a new Child Care area. Both access paths have been

established and seeded and a water line has been installed into the area. A review of the entrance proto type designs that were set up for this year's fair was done with very favorable results obtained on this initial effort. It is hoped that further expansion of the designs can take place in future fairs. Recycling co-coordinators presented their views on developing new service roads in any area being considered for future development. Their job gets more difficult as the fair continues to expand, so including them in any future plans is very necessary. Camping coordinator presented an over view of what their initial plans are to date for developing new camping areas. This is the first full year of the crews existence so the processes are still being developed slowly on the how, what and where of it all. The Committee is looking at more ways to improve the existing paths that are accessible to the public. This could include more mini parks, less path congestion and better eating areas around food booths. The Committee is looking at scheduling, possibly in the spring on site, a workshop to refine designs on development of the Crafter's Lot. This would allow all involved and interested parties to look at the potential designs and refine them with feet on the ground. As this process evolves, the Committee will keep everyone apprised of time and place. The next scheduled meeting will be on November 20th at the Hub Yurt, weather permitting, otherwise it would be at Alice's. -Chris

The Election Committee sent out about 1300 absentee ballots this year. There is a cost for materials and postage as well as volunteer time required to assemble and process them. Thanks to those who returned them but less than half were returned this year. Members are encouraged to follow through and vote if they request an absentee ballot. The committee appreciates all those who helped with the counting. -Jen-Lin

The Community Center Committee meets each 3rd Monday at 6pm at the town office. There will not be a December meeting. -Indigo

The Poster Committee is accepting poster submissions. Information is on the website. -Indigo

Member Input

Thanks for the Occupy agenda item and thanks for the personal donations tonight. The OCCU credit union is also collecting donations for Occupy Eugene. -Jain

The Sasquatch Brew Festival is conducting a poster contest this year. -Chewie

At this time of year for giving thanks, thank you to the staff and officers for their work. -Diane

After the election, we should get a report on the number of voters and the vote counts for the Board election into the Fair Family News. -Paxton

President's Peace

Values are making it out onto the street right now; it's important for the Fair not to miss this opportunity; the mash-up of core values and our year round diligence are compatible. We don't want the Fair to politicize our involvement but the cause is important for the health and well being of our society and for whatever movement evolves from this. The difficult part is how we exercise the right to do this and about tacit acceptance by governing bodies. We hope the OCF doesn't shy away and that we stand up for what we hold dear and that we individually support our kindred spirits. We are fortunate to be involved. And thanks to the outgoing Board members.

Adjourn

The meeting was adjourned at 10:07pm. The next meeting is December 5th at 7pm at EWEB.

Tentative agenda: Post Fair services budget (Jack); Set 2012 Board meeting dates for Jan 9, Jan 30, July 1 and Sept 10 (Indigo); Board committee liaisons (Indigo); WOW Hall membership (Chewie); Endowment increase (Paxton); Appoint Laurie "Heidi" Doscher to the Endowment Committee (Paxton); Appoint Tony Clementi to the Budget Committee (Deane); Employee holiday appreciation (Jack); Adopt General Manager job description (Bear); Appoint General Manager (Bear); Adopt Administrative Assistant job description: *"the Board approves the revised Administrative Assistant job description as recommended by the Personnel Committee."* (Jon S); Adjust Administrative Assistant compensation: *"the Board adopts the Personnel Committee's recommendation that the Administrative Assistant receive a 2011 compensation adjustment of \$1600 for duties as reflected in the revised job description and that effective January 1, 2012 the Administrative Assistant annual salary be increased by \$1600."* (Jon S); Occupy investment (LT); Appoint vice-president from nominees Chris Browne, Paxton Hoag, and Indigo Ronlov (Jon S).

GM and AS Job Description Addendums

Oregon Country Fair General Manager Job Description

Classification: Exempt, Salaried

Step Table Range: Step 4-1 to 5-7

Purpose Of Position

The General Manager (GM) is the lead management position for the Oregon Country Fair (OCF) organization and is an "at-will" employee who serves at the pleasure of the Board of Directors (BOD). The GM is responsible for integrating Board-generated policy into all OCF events, procedures, and programs. Responsibilities will vary based on specific job requirements related to year-round administration and/or oversight of 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 GM is responsible for promoting and marketing all OCF events. The GM acts as an ambassador for the organization and is expected to interface with public figures. The GM has final decision-making authority on all operational issues. In the absence or incapacitation of the GM, the President may specify that the Operations Manager (OM) may perform the functions of the GM.

Scope Of Authority

The GM works under the direction of the BOD. The GM will coordinate and supervise all other paid employees. The GM will work with the Personnel Committee to evaluate all other paid employees. The GM is responsible for the oversight of HR, benefits and payroll for all personnel and will work with the PC to manage those tasks. The GM shall be a member of all hiring committees, however, the BOD is responsible for hiring and firing employees. The GM has final decision-making authority on all event operational issues. The GM chooses and directs a management team to assist with event operations. The year-round management team consists of volunteer back-up managers and all management employees. The GM or their designee may remove or replace staff, coordinators, performers, booth persons, or visitors. The GM or their designee resolves disputes on site between affected persons or makes other means of mediation/resolution available. The GM may close the Fair for public health and safety,

weather, and financial reasons but must convene the BOD as soon as possible for ratification of the decision.

Essential Job Functions

The GM is charged, along with the Treasurers and relevant committees, with financial oversight of the OCF. Duties include negotiation and administration of all contracts as well as overseeing grant opportunities for the Fair and community partners. The GM may also write and administer grants. If one or more people are contracted to write grants the GM will oversee them and their work. The GM oversees and helps coordinate OCF philanthropic programs. The GM will make prudent decisions on deviations from approved budgets to meet crisis situations as necessary. The GM 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 GM has the authority and responsibility to initiate examination of operations, structure and process, make policy recommendations, and implement solutions and/or improvements. The GM has the authority to make operational changes as needed. Consultation with affected parties is preferred. It is the GM's responsibility to implement OCF bylaws, guidelines, and BOD policies. In some cases the GM may make operational decisions on issues not defined by OCF bylaws, guidelines, BOD directives, or other written documents. The GM will oversee development and distribution of guideline changes affecting operations. The GM will oversee the development and maintenance of a manual of existing and new operations procedure and policy. The GM is responsible for coordinating the review and evaluation of OCF-sponsored programs. The GM will provide oral and written reports at monthly BOD meetings.

The GM will facilitate and delegate operational duties with employees and volunteers. The GM or their designee is responsible for communications with public agencies, including but not limited to, local government, police, fire and health. The GM or their designee is the spokesperson for anything regarding the OCF. In all communications, the GM will reflect the goals, values, and policies of the organization. The GM is proactive and involved with community relations including overseeing liaisons with neighbors, public officials, and community organizations. The GM or their designee represents the OCF in community organizations.

The GM will develop, administer, and reconcile the GM's budget and will prioritize for health and safety. The GM will develop budgets with the Site Manager and Administrative Assistant, assist in the administration of these budgets, and oversee the budgets of all other crews. The GM will maintain lines of communication with coordinators, standing committees, and Fair membership as well as help facilitate a Fair-wide network of communication. The GM will prepare a management report for the annual meeting. The GM will attend all BOD, Budget, Personnel and Financial Planning committee meetings as able.

The GM or their designee is the Main Camp Coordinator and will coordinate and assist all crews with the administration of budgets, policies, problem solving, and task completion. The GM will develop and coordinate the event management team, manage and disperse operational funds, schedule and facilitate operational meetings. A temporary residence on site for 30 to 45 days is required including before, during, and after the event.

The GM will primarily work in an office environment which includes a business telephone system, copiers, fax machines, voice mail, computer printers, and other 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. Participation in work parties that include physical labor is expected. 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).

Critical Skills, Knowledge & 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, analysis, and complex problem solving
- Employee supervision, management, and evaluation with ability to motivate employees and volunteers
- Skilled in conflict resolution, crisis management, mediation, and cultural competency
- Public and community relations
- Marketing and advertising
- Ability to work effectively with diverse communities
- Program development
- Demonstrated proficiency with word processing, database, spreadsheet, accounting, and presentation software programs
- Familiarity with state and federal employment law
- Strong interpersonal skills; ability to work effectively with others
- Knowledge of basic math and budgeting skills
- Ability to maintain paper and electronic systems

Education And/Or Training:

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

Oregon Country Fair
Administrative Assistant Job Description

Classification: Exempt, Salaried

Step Table Range: Step 2

Position Purpose

Under the supervision of the General Manager (GM), the Administrative Assistant (AA) provides a wide range of support and administrative duties. These include, but are not limited to, clerical duties which assist the GM in the day-to-day operation of administration and business management. The AA performs general program/management duties which benefit all other staff, Board of Directors, officers, volunteers, and general membership.

Scope of Authority

The AA is expected to take responsibility and use good judgment and discretion in recognizing their scope of authority, applying confidentiality where appropriate. The AA is expected to solve most work-related problems independently and refer to the GM on matters involving policy decisions or unusual circumstances. The AA works with the GM to formulate and assign the Office Assistant's (OA) work schedule, and works directly with the OA to solve routine problems.

Essential Job Functions

Information Management

- * Coordinate and manage information flow among and between the Board of Directors, staff, crew coordinators, committees, and the general membership.
 - * Serve as liaison among and between designated crews, committees, and staff.
 - * Answer correspondence and inquiries from the public, volunteers, and others as directed.
 - * Update and maintain the OCF websites as well as assist in developing new content.
 - * Supervise social media volunteers as well as maintain oversight of social media forums.
 - * Prepare agenda and packet material for Board meetings and work sessions.
 - * Provide general support to the Board and Board-appointed committees.
 - * Archive copies of Board minutes and motions on computer and paper.
 - * Maintain and distribute official organizational contact sheet.
 - * Coordinate and monitor deadlines among different operational areas.
 - * Create, implement, and manage systems for timely delivery of forms, reports, and notices.
 - * Monitor and implement employee health and retirement benefits as directed.
 - * Monitor, edit and proofread outgoing publications such as the Fair Family News, booth registration information, application forms and the Peach Pit, for accuracy of style and content and to recommend necessary changes.
- Office Management
- * Establish and maintain cooperative working relationships with staff, volunteers, and the public.
 - * Perform receptionist duties on occasion, including answering the telephone and assisting walk-ins.
 - * Manage, maintain, and secure office systems, inventory, and equipment as well as purchase office supplies.
 - * Research, recommend, develop, and maintain office systems for staff and volunteers.
 - * Learn, administer, and maintain official policies and monitor compliance with them.
 - * Assist in the development of operational, policy, and procedural manuals and guidelines.
 - * Manage and facilitate use of office resources for coordinators and officially appointed committees. Act as staff liaison for designated committees.
 - * Supervise, assign tasks and coordinate the work of the Office Crew.
 - * Plan and coordinate other special events (Coordinator Potlucks, Spring Fling, Annual Picnic, evaluation meetings, Board work sessions, etc.).
- Fiscal & Financial Administration
- * Collect and organize materials for annual financial reviews and year-end tax preparation as directed.
 - * Perform accounts payable and receivable duties. Pay bills, post credit card charges, post and make deposits.
 - * Monitor and review financial records as well as conduct needed reconciliations of sales and inventory items.
 - * Perform data entry and bookkeeping in QuickBooks and other organizational financial systems as directed.
 - * Develop, manage, and administer office budget including paying bills as required and/or directed.

- * Assemble, maintain, and distribute data, records, financial statements, and budget reports. Assist coordinators in monitoring their budgets.

- * Participate in budgetary and financial planning processes.

Critical Skills and Abilities

- * Organize, plan, facilitate, direct and delegate work load while balancing and prioritizing multiple demands.

- * Functional knowledge of financial, word processing, design, database, desktop publishing, spreadsheet and social media programs.

- * Possess a strong understanding of budgeting, bookkeeping and financial principles.

- * Manage budgets effectively.

- * Exhibit strong interpersonal skills, ability to work effectively, tactfully, and courteously with others.

- Speak publicly and privately with large and small groups

- * Exhibit excellent customer relations skills and functional knowledge of office systems and procedures.

- * Good working knowledge of office equipment such as photocopiers, scanners, and telephone systems.

- * Excellent verbal and written communication skills.

Education and/or Training

Demonstrate an educational, training, or experience level in an appropriate discipline adequate to fulfill the Essential Job Functions.

- * A high school diploma or its equivalent. Some higher education or training preferred.

- * Should possess valid driver's license

- * Ability to type 45 words per minute.

- * At least two years relevant financial management experience.

- * At least two years of relevant experience in a business or non-profit work environment preferred.

Job Location and Working Conditions

Duties will be carried out in an office environment as well as outside on the Fair site. On-site working conditions require the ability to climb, step over objects, and maneuver through loose or wet soil similar to that of a construction site. Must be able to lift and carry a personal computer and other office equipment/materials (10-30 pounds on an occasional basis). On-site working conditions require the use of communication equipment including two-way radios and other equipment deemed necessary.

- * The AA is expected to work on-site during Main Camp.

- * The AA is expected to work nights and weekends frequently throughout the year.