

**Oregon Country Fair Board of Directors Meeting
December 5, 2011, 7:10pm at EWEB**

Board members: Diane Albino, John 'Chewie' Burgess, Saman Harnsongkram; Paxton Hoag, Jack Makarchek, Deane Morrow, Indigo Ronlov (facilitator), Anna Scott (alternate), Jon Silvermoon, Lawrence 'LT' Taylor; Bear Wilner-Nugent. Not: Lucy Kingsley (alternate); Chewie left after the Vice-President motions were finished. **Peach Gallery** present: staff (Charlie, norma, Andy, Tony), officers (Hilary, Bill) and about 20 members and guests.

Agenda review

Old business: Donations report (Bill); Treasurer's report (Hilary); Approve minutes (Indigo); WOW Hall membership (Chewie); Occupy Investment (LT); Appoint vice president (Deane); Adopt General Manager job description (Bear); Appoint General Manager (Bear); Adopt Administrative Assistant job description (Jon S); Adjust Administrative Assistant compensation (Jon S); Set 2012 Board meeting dates for Jan 9, Jan 30, July 1 and Sept 10 (Indigo); Board Committee liaisons (Indigo); Appoint Laurie 'Heidi' Doscher to the Endowment Committee (Paxton); Appoint Tony Clementi to the Budget Committee (Deane); Employee Holiday appreciation (Jack)

Tabled business: Post Fair services budget (Jack); Endowment increase (Paxton)

New business: Barter Fair (Indigo); Bylaws revision (LT); Appoint Diane McWhorter to the Craft Committee (Deane); Create GM Budget line item for Community Center with \$25,000 (Anna); Occupy support (Jon S)

Announcements

Paxton withdrew his name from nomination for Vice President, citing his concern about living too far away from the area and his confidence in the abilities of the other candidates. -Paxton

The Parade of Lights is in Veneta on Thursday evening and the Fair will participate. Please call the office if you wish to participate. Meet at the Art Barn at 6pm. - Andyman, Charlie

We are in the dark season. New beeswax candles are available tonight in exchange for donations toward a Culture Jam scholarship. -Jen-Lin

Manufactured music during afterhours at the Fair could be confined to certain mapped locations hereby submitted for the Board's consideration. -Michael

The Emerald Valley Time Exchange is operating in its third year and is accessible on-line. Please get in touch if you wish to participate and exchange your skills. -Indigo

The Sasquatch Brew Festival is having a poster contest for its 10th anniversary and submissions will be accepted in January for a juried selection in February. Contact "ocfvegman@gmail.com".

Officer Reports

Recording Secretary: There are no donation requests for this final month of the year. Two new requests have been received and will be considered at the March meeting. They are Network Charter Schools (Chewie) and Looking Glass (Diane). -Bill

Treasurers: At last Saturday's Budget Committee meeting, during discussion of the operational budgets, it became apparent that next year's projected revenues and the anticipated expenses are too close as compared to past years. Part of this stems from the pre-Fair kitchen budget as we deal with the higher numbers of people getting meals. Another part is from the number of new passes requested for the new Gypsy Way childcare crew. The Budget Committee was not closely involved with the Path

Planning work in setting up for the Gypsy Way childcare service so some resolution is needed. These discussions will prepare us for the January Board Budget meeting where we will consider ways to increase revenue or contain costs. -Hilary

Approve Minutes

Indigo moved, Chewie seconded, to approve the minutes from the November 2011 Board meeting. The minutes were approved 10-0.

Business

Chewie moved, LT seconded, to renew our membership in the Community Center for the Performing Arts (WOW Hall) at the \$1000 level for 2012. After discussion, the motion passed 10-0. Peach Gallery: Bob Fennessey spoke for the WOW Hall and said as a member the Fair is entitled to vote at the WOW Hall Board of Directors election and will have four tickets to the annual membership party this Saturday, Dec 10th.

Board: The WOW Hall, along with Saturday Market, White Bird and Growers Market, is a kindred local institution we embrace in our community (LT).

LT moved, Anna seconded, the Fair invest \$500 from the Board budget change line in the Occupy Eugene effort, administered by the Community Alliance of Lane County, for maintaining sanitary conditions at the encampment. During discussion, a friendly amendment to increase the amount to \$1000 was accepted but directing the funds to the Civil Liberties Defense Center was not accepted. Chewie moved, Deane seconded, to amend the motion to direct \$1000 to the Civil Liberty Defense Center for legal issues and expenses. After discussion, the amendment failed 2-7-1 (Jack, Diane, Paxton, LT, Deane, Saman and Indigo opposed, Jon S abstained). After discussion, the main motion as amended to \$1000, passed 7-2-1 (Bear and Chewie opposed, Jon S abstained). Peach Gallery: The Occupy camp is cold, its like Valley Forge, the people are dedicated, we should double the amount (Joseph). Sanitation is fundamental and is costing \$1300 per month for basic portable toilet service; we should help (Spirit). There have been two anonymous donors for past sanitation expenses up to December; the City Council will decide about extending permission for the camp for 30 or 60 days at their upcoming meeting; many of the occupants are community homeless who are the most immediate victims of the current economic situation; social services are not available and Occupy Eugene has taken on the task; this is inspirational and people are in need (Jain). There is a funding need for the first half of December at least (Chris). The Occupy movement is important to this country and is engaged in many areas, each with different problems. The movement has core activists and has attracted the displaced and deprived; it's not a protest in the classical sense; we need to support this movement as it engages the realities and works to become strong and effective (Hilary). Maybe we could use our existing contract with Honey Buckets (Andyman). Since they already have a provider, offering financial support is the simplest approach (Charlie). We need to donate more and consider contingencies based on the needs and on next steps; the message we send is important (Brad). We should give \$1000 (Jon P). **Board:** I have visited Occupy Eugene six times and met some of the people and have talked with city people about the situation; I completely support Occupy but not this camp; a local attorney works with the camp's engineering people and is representing seventeen locally arrested activists; I request a friendly amendment to this motion to make \$1000 available to the Civil Liberties Defense Center for uses that will address the most important and pressing legally associated needs for the movement, and if sanitation is necessary as a legal issue then those funds could be used for sanitation; directly supporting this camp could lead to negative consequences or misrepresentations; the

CLDC is a non-profit organization (Chewie). LT agreed to change to \$1000 but not to the CLDC. Chewie moved to amend the motion, Deane seconded. Chewie said the attorney with the CLDC agreed not to use the money for legal fees but to direct the money to the greater good, and to consider sanitation and other site concerns. **Peach Gallery:** The Occupy group operates by general assembly consensus and there is no head of finances or sanitation. Sanitation is an issue of concern and could cause the camp to be shut down; the toilets are cleaned as frequently as funds allow (Dale). Helping pay for toilets is a health issue, is not political, is a neighborhood concern and is appropriate for our help (Jon P). CALC had to be encouraged to sponsor this project; they agreed so we should do what it takes to help; Occupy Eugene is serving about 800 meals a day (Joseph). Contributing directly to legal fees could be a risk; Occupy Eugene has not had major confrontations like other cities; the request was for sanitation and that is what we should do (Chris). The toilets are necessary; the camp may be evicted otherwise; funds for the CLDC would be useful (Spirit). **Board:** Stay with the sanitary donation (Saman). Is this sufficient funding for the need and should we give more for more frequent cleaning, more than \$1000, maybe \$5000 as a strong show of support; we could direct our GM to oversee appropriate disbursements; given the competing motions it is not exactly clear who will be responsible for the money (Jon S). As a lawyer, I am voluntarily representing those arrested in the movement in Portland; we should not donate money to pay lawyers for legal representation work; sanitation is a need; the CLDC is not represented by anyone here tonight like the people who are here with the sanitation request (LT). I too am a lawyer who is donating legal support for people arrested in this movement; the CLDC idea is good; there are questions about the costs of the portable toilets; the good feeling toward the camp in Eugene will not last (Bear). I support the original motion and am also inclined to support the CLDC amendment but would like to hear from those people; we should be ready to entertain a second request (Paxton). I support the motion, the camp is a visual reminder of the homelessness; we could do \$500 this month and \$500 next month depending on the City Council decision; the people are cold and deprived and need toilets even without the Occupy movement (Indigo). The local attorney with CLDC is providing voluntary legal services; money for CLDC could be used to solve the legal concern about toilets; the CLDC is involved, on the ground, and will use the money effectively; supporting Occupy Eugene is really important but not supporting this camp in the name of Occupy (Chewie). Our Change Line is available and we are dealing with a fluid situation as we watch this unfold across the nation; each locale is different and no one is really in charge; a humane approach to meeting the needs of the homeless is not present like years past and this is a basic needs question; Occupy can politicize the question; we can move with the need and do the right thing for the disenfranchised; we can fund some sanitation for a while and see the effect; later, on the merits, we might be able to help in other ways such as with the legal needs (Jack). We need to stand and support this movement and the need for camp sanitation; people from the Lane County Mental Health Advisory Committee have said this camp is the best thing that has happened in a long time for some of those mentally troubled who are in desperate need; the camp has first aid and has an elders group; a lot is happening there on a regular basis (Diane). I do not support the amendment but do support the motion (Anna). We agree about \$1000 and about toilets; they can come back in a month for more if they need it (Deane). Supporting the CLDC is a good thing and should be a second step (LT). The amendment did not pass. Discussion resumed on the main motion. **Board:** Something seems to be happening on the planet and we sense a shift in power and we need to be a

part of it (LT). How much money is required to get through December and to our Board meeting on January 9th (Jon S)? \$1000 would be close (Jain, Dale). Chewie repeated he would not support this motion due to the lack of camp organizational leadership, but with the caveat that he supports the Occupy movement. **The motion passed.**

Deane moved, Bear seconded, to elect Indigo Ronlov to the new office of vice-president of the Oregon Country Fair. After discussion, the motion passed 8-2 (Deane, Jon S opposed). Peach Gallery: Please note which candidate has the support of our current president (Brad). **Board:** This selection was discussed at length last month; Chris' heartfelt letter is appreciated (Bear). It is appropriate for our executive officers to be Board members (LT). I plan, regardless of this vote, to make the same motion for Chris Browne that I just made for Indigo (Deane). **The motion passed.**

Deane moved, Jon S seconded, to elect Chris Browne to the new office of vice-president. During brief parliamentary discussion, the motion was amended to "co-vice-president". After discussion, the motion failed 2-8 (Jack, Diane, Paxton, LT, Bear, Saman, Chewie and Indigo opposed). The motion is out of order unless we remove the current vice-president; we could elect a co-vice-president (Bear). The friendly amendment to change to a "co-vice-president" was accepted (Deane, Jon S). **Peach Gallery:** Do the Bylaws permit this (Tony)? Officer positions are not restricted to a single person (Bear). Indigo only will streamline the office (Jon P). **Board:** We elected Indigo so we don't need this motion; this is no reflection on Chris (Chewie). Executive officers should be members of the Board (Bear). I should have made the motion for Chris first (Deane). Thank you, Paxton, for all your service to the Fair and your willingness to consider the role and your decision; there is enthusiasm for this new position and as president, I will embrace this change (Jack). Thank you Chris for standing for this position because you would be an excellent vice-president and ambassador for the Fair; we should consider a "co" vice-presidency but not now as we are starting (Paxton). **The motion failed.**

Bear moved, LT seconded, the Board adopt the General Manager job description as submitted by the Personnel Committee (see addendum below). After discussion, the motion passed 10-0. Peach Gallery: We look forward to the time for an executive director (Joseph). What were the words that were changed from the version in the Fair Family News (Jon P)? The changes were minor and not noteworthy (Jen-Lin). This revised General Manager job description has incorporated some of the Executive Director parts and is a step forward for the position (Brad). This description says the General Manager has final decision-making authority on all event operational issues; the Board should be identified as the final authority (Jon P). This new job description gives the General Manager a spending authority, without approval, of up to \$3000 over any budget line per incident, the old limit was \$1500, and up to \$10,000 per year maximum, which is unchanged (Hilary). The General Manager is the lead management position and works at will and serves at the pleasure the Board (Jen-Lin). **Board:** Some helpful grammatical contributions were received late in the process; approval of this version does not preclude making grammatical changes later (LT). The Personnel Committee has done some very high quality work on this and on other recent tasks, so thanks (Anna). **The motion passed.**

Bear moved, Anna seconded, to appoint Charlie Ruff as the General Manager of the Oregon Country Fair at step 5.2 of the step table. After discussion, the motion passed 10-0. Peach Gallery: Charlie is a wonderful person, this is a giant thumbs up (norma). Steve's comments, read by norma: This appointment has my complete

support; Charlie has been doing this job; I am invested in his success and the success of the Fair as a community event (Steve). I have had the pleasure of working with Charlie since I was a coordinator and when he started with Leslie Scott; we are blessed and extremely fortunate to have his high level of thinking and leadership at the helm (Tony). He has been doing this job for a long time under less than ideal circumstances; we are lucky to have him; thank you PC and Board; it's good to be here (Brad). We were headed here starting some years ago when he was hired as the Assistant Manager (Joseph). This is great, he has been so good for the organization; he is the glue for us and deserves the highest praises (Hilary). **Board:** I didn't know Charlie before his hiring; the arc since then has been great and it's way better now (LT). I knew Charlie on my proto camping crew out of Main Camp, he was awesome then, before his hiring, thanks (Bear). Thanks, you do so much; you have answers and solutions (Deane). I am supportive of this but regret I never got the opportunity to sample his culinary skills; now he may not have time (Jon S). I look forward to the stability I expect to come with this change (Indigo). I agree with Jon's sentiments (Diane). This is good; it's been a long process toward closure; we may not be done but thanks to all (Jack). **The motion passed.**

Jon S moved, Paxton seconded, the Board approve the revised Administrative Assistant job description as recommended by the Personnel Committee. After discussion, the motion passed 10-0. Peach Gallery: This is long overdue, it's a transition; norma holds us together and keeps us together on the staff level; she does a tremendous job and is a gift to this organization; the Administrative Assistant job description is norma; I'm very grateful to get to work with her (Charlie). When I grow up I want to be just like norma; she has never failed to help me (Spirit). This change is needed, she does great work (Joseph). It's a great rewrite, it's specific and acknowledges the work; she does a tremendous amount of work (Hilary). The Personnel Committee agrees with what Charlie said so succinctly; we are catching up (Brad). **Board:** Job descriptions are on a continuum and ours have moved from broadness and toward more detail in the area of administration as new technical capabilities have arrived; it's been work for our staff to tune-up and embrace the changes and new descriptions are important; volunteer descriptions should be reviewed too, as needed, and updated for our technical culture; this is an important call out; and thank you norma for the professionalism (Anna). **The motion passed.**

Jon S moved, Anna seconded, 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 effective Jan 1, 2012 the Administrative Assistant annual salary be increased by \$1600. The motion passed 10-0.

Indigo moved, Paxton seconded, to set new 2012 Board meeting dates to avoid the first Monday holiday conflicts for Jan 9, Jan 30 (budget), July 1 and Sept 10. After discussion, the motion passed 10-0. Peach Gallery: Jan 9 is reserved at EWEB and Jan 30 is reserved at Hilyard Community Center; July 1 and Sept 10 will be on site (norma). It's so weird but the July meeting will be in July this year (Joseph)! See how norma has already got the space booked (Tony). **Board:** Maybe one day our August meeting could be on site too (Bear). **The motion passed.**

Paxton moved, Indigo seconded, to appoint Laurie "Heidi" Doscher to the Endowment Committee. After discussion, the motion passed 10-0. Peach Gallery: She is a really welcome addition; Heidi is the membership secretary, lives in the Fern Ridge area and works in the school system so brings a lot to the committee and will be

able to advise the committee from her local perspective (norma). **Board:** Is there any conflict of interest considering her connection to the school system (LT)? She works with Elmira Elementary, which does apply for Endowment grants, but Heidi has not been part of their application process in the past. (norma). **The motion passed.**

Deane moved, Bear seconded, to appoint Tony Clementi to the Budget Committee. After discussion, the motion passed 10-0. Peach Gallery: Budget Committee members must come to meetings on a weekly basis in the fall and periodically year around, they liaison with crews, they must keep a lot of information organized and analyzed, have operations understanding, be able to make sense of the guidelines and handbook content, and communicate well back to coordinators; Tony was de facto in the job last year with a couple of crews, is very analytical, and is a sharp participant; I and the committee really support this appointment and it's important to have staff on this committee; the Budget Committee makes recommendations, the Board makes final decisions (Hilary). This is exactly the right thing to do; too much staff influence might be one objection but Tony is part of the future; he is becoming more and more involved with the operation of crews; at this level it's good; he has jumped in and has a critical eye for the Fair's bottom line and he works in a kind fashion (Charlie). He impresses me with his sharp analysis and insightful comments and questions (norma). It's goes hand in hand with his job; it's synergistic (Joseph). **Board:** I'd like to have Tony as a liaison to the Peach Power Committee so we can close the gap in the Capital Projects process (Anna). I support this appointment notwithstanding my concerns about a staff member's role on a committee; we should discuss that in the future (Jon S). Thank you, we keep piling it on (Deane). It's a perfect educational place (Paxton). It should be mandatory for staff to be involved in the budget process (LT). **The motion passed.** Thanks for more work (Tony)!

Indigo moved, Bear seconded, the following understandings and agreements are clarified and established for Board Committee Liaisons: After each Board election cycle, the Board shall appoint Board members as committee liaisons to committees. Liaisons shall serve for one year and may be reappointed so long as they continue to serve as a Board member. Liaisons serve as important communication links between the Board and committees. In order to aid policy deliberations, liaisons can share information between the Board and committees. A liaison cannot make decisions on either the Board's or a committee's behalf. Rules of confidentiality apply to any confidential information the liaison shares. It is the liaison's responsibility to inform their respective committees of Board processes and how to present issues and proposals to the Board. Liaisons will endeavor to ensure that their respective committee fulfills its reporting responsibilities to the Board. In general, liaisons will sponsor any motions coming out of their respective committee's work. A liaison has voting rights on a committee while they are an active liaison. If there is a desire to continue as a voting member of a committee after the liaison role ends, a letter of interest requesting appointment to that committee is to be submitted to the Board. After discussion the motion passed 10-0. This motion is not about control but about clarity and the role of a liaison with a committee (Indigo). **Peach Gallery:** The clarity is good and liaisons should be voting members of the committee (Jon P). It seems appropriate this is being discussed at the same time staff job descriptions are being updated (Tony). Confidentiality with respect to opposing interpretations of Board and Personnel Committee interactions during a hiring process needs to be clear (Jen-Lin). This confidentiality question with regard to the Personnel Committee needs to be put to rest; nothing is confidential from the Board; the Board is the authority (Jon P). This

information should be delivered to all the committees (Chris). Agreed (Indigo). While nothing is confidential from the Board, it is not right to have individual conversations among committee and Board members about confidential material or matters; the lines are grey so be careful (Brad). **Board:** The Board is the ultimate body and authority so needs absolute oversight; we must practice discretion and strive to honor the dignity of persons; the motion is good and voting on committees is put to rest here; committees are for the Board and they do not have independent authority; the Board is accountable to the membership (Bear). I support the motion; on confidentiality we must be sensitive to legal and personnel issues; Board members have fiduciary responsibility and have confidentiality requirements so Board members are able to take any information without question from any source and the only time that should be questioned is if there has been a breach of a Board member's responsibilities; the Board cannot create a committee that is not answerable to the Board (LT). The Board concept is a body that acts as a body; there are ways to disseminate information to Board members as a body; the Board has to have access to information but that information should not be dispersed in inappropriate ways; one member passing on to another, like a grapevine, is a questionable practice and subject to errors even though no confidence is breached; stay with good process; I'd rather not hear things "second-hand", personally, as a Board member (Jack). Thanks Indigo and Jon for responding to some hard questions; Board liaisons should try to hear both sides in committee disputes and understand their responsibility to bring both sides forward to the Board (Anna). We removed verbiage about limiting information to the Board as a whole so certain circumstances would not be restricted; this motion actually satisfies two goals of the Fair: 1) better communication and information exchange and 2) improved organization effectiveness (Indigo). Thanks to both Indigo and Jon, this final version is good; it is needed for the committees and provides more structure (Paxton). On confidentiality, trust of the liaison is necessary; there may be times appropriate to the business at hand for a committee member to confide in a Board member or an individual Board member to ask about a situation; it's a fine balance point (Jon S). Deane asked for a friendly amendment to delete the confidentiality part; it does not need to be pointed out (Deane). Indigo and Bear would not accept the friendly amendment; it's necessary to keep this reminder in the description, understanding that in later years new people will need to know our intention; it sets the trust element into place (Indigo). Confiding in individuals is one thing but the Board decides as a whole in a public meeting when all the Board members have the necessary information (LT). **The motion passed.**

Jack moved, Deane seconded, to give \$500 net to each employee with best wishes for the Holidays. The motion passed 10-0.

Staff Reports

General Manager: Charlie wished the Fair Family "happy holidays" and said at Thanksgiving he felt very lucky and grateful for so many things. It was seven years ago last April when he joined the staff and it's been a time of learning and growing in many areas. He feels nothing but gratitude for this place and this family and our magical times. All his Fair Family memories are sweet and meaningful.

The Personnel Committee has done a tremendous job, collaborated in a lot of work, and there is more to do going forward; thanks for all the hours. The Budget Committee deserves thanks for this last season of 3-hour Wednesdays and 6-hour Saturdays and for bringing thoughtfulness and care to a grinding process. Special thanks go to Hilary and Grumpy as most don't see their importance to our long term and on-going success.

The dates for the Fair this year are the 13th, 14th and 15th. (Friday the 13th!) Last year there was a lot going on and some challenges; it was a wonderful Fair and our budget did pretty well. Thanks to all who had a role in the financial side.

Two staff members are on sabbaticals this winter. Steve seems a little unsure about what to do with himself but he seems to be getting used to it. Robin is in southern Oregon now in a really cool retreat place.

We have finished a full cycle of staff evaluations which are important and necessary and many folks were brought into the process; staff budgets are done and ready; we are in full swing with year-end paperwork; the taxes and CT-12 are filed early this year and we got a tax refund of \$1900; and the office will be closed for the holidays starting December 19th, although we will be checking for messages and will be in and out. We are looking forward to the ride into the New Year and send our best wishes to all.

Administrative Assistant: norma expressed her thanks to Beth Hoyt, a Culture Jam staffer, who has been helping out with reception a couple of times a week. She also thanked the Budget Committee for the difficult work. A new operation manual is a project for the New Year and coordinators will be asked to update an outline about their work and crew descriptions. The Vision Fund grants were awarded but Phoenix Rising gave us a generous end-of-year donation that will be split among the grantees for a nice surprise. Everyone, have a great holiday season, whether it's New Years, Hanukah, Kwanzaa, Christmas, Solstice or another celebration of choice. The Oregon Country Fair is, in any time, a most amazing place to work, and now, especially, in tough times. I am so grateful.

Site Manager: Andyman spoke up, saying he would cover the site report during Steve's time away. Before Steve left on December 1st, the staff agreed how to share his responsibilities and he got the report. A wreath-making party was held on site, with goodies and cider from Jen-Lin, and materials are still there if anyone wants to make a wreath. The VegManECs were on site to clear out some rhoady growth around Alice's. It's a really nice time of year, during the holidays, to walk the site, with lots of solitude and peace. Hope to see you.

Assistant Manager: Tony expressed his thanks for making 2011 a great year for him and for the support of the staff. He encouraged people to be a part of the float and parade coming up in Veneta. He thanked the coordinators for getting their budgets in and for the good budget meetings and for the extra efforts required for some of them.

Jon S asked if there was any update about the website project. Charlie said there are plans to provide a report on the subject in January.

Committee Reports

The Peach Power Committee will hold its next meeting on December 19th, 6pm at the town office in preparation for the January budget process. The meeting has a call in number and is on-line at Go To Meeting. The committee is defining and selecting projects for the New Year. Anna put out the call for help to do energy audits (Michael volunteered) and said anyone interested can email her. (anna_scott@comcast.net).

The Elders and Path Planning Committees will not meet in December but will resume meeting in January. The Elders' Holiday party is at the WOW Hall on the 14th and all are welcome. (Chris)

The **Personnel Committee** has been busy, thanks to the coordinators and everyone who provided evaluation feedback. The process worked well this year and the individual meetings went well also. The GM's collaboration with the PC has become a very useful and positive change. (Brad)

The **Community Center Committee** will not meet in December but will meet each 3rd Monday at 6pm at the town office starting again in January (Indigo).

The **Scribe Tribe** has two new people who are interested in supporting our committees; thanks to Nancy and Hayley for responding to the call. Minutes of committee meetings are being posted on the oregoncountryfair.net website (Bill).

The **Elders Committee** met in the town office at 7 pm on November 11th, with sixteen people in attendance. The minutes from last month's meeting were reviewed and approved for posting on the OCF web page. Everyone interested in more detail about these meetings can find these minutes posted there.

Two Elders' applications were approved and one additional application requires further verification before being approved. The total of active Elders now stands at 610.

The December meeting previously scheduled for the 15th at the WOW Hall was changed to the 14th due to the Hall's scheduling changes. This will be the Elder's holiday party and no official business will be conducted. Anyone that wishes to join the Elders at this party is invited to do so from 7 to 9 pm.

A lengthy discussion was held concerning the procedure currently in place for an Elder and their Companion to be able to obtain a Teen pass. There is some confusion among the Elders and the Committee is attempting to clear up the confusion. Interest in a fair-wide archiving process was discussed. Many Elders have expressed interest in helping with this process. Several Elders have been doing research on ways available to assist in the development of such a process and are looking forward to being an active part in the development of an OCF archiving system. A nice surprise was in the form of a birthday cake that was shared by everyone present for a couple of our ladies that have finally consented to admit that they are old enough to actually be Elders.

The next regular Elders business meeting will be held on Thursday, January 26th at 7 pm in the town office.

The **Path Planning Committee** met on November 20th at Alice's with eighteen people in attendance.

The minutes from last month's meeting were reviewed and after a couple of corrections, approved for posting on the OCF Web site. A lot of pertinent details are in these minutes and not put into this summary, so any interested parties are encouraged to go to the OCF Web page and follow the Path Planning link to minutes and reports.

The Committee got a detailed report on the status of the DeCon Crew that camp currently in Crafts Lot, on how they fit into the scheme of things present and where they would like to be in regards to future developments. A report was given on plans to conduct a Board Workshop concerning plans for the continuing development of the front entrances to the fair. The scheduled time and place for this workshop is February 11th, on site. More details will be forthcoming as we get nearer the date. A detailed report was given by a PP subcommittee concerning where possible pocket parks could be established. The committee has only covered a portion of Left Bank and 13th Street in its review and will conduct further surveys in the near future to add to the reports. A detailed report complete with pictures is posted on the OCF Web site. The Ambience Co-coordinator gave a report on how and where their group fits into the process of developing new areas and venues, pocket parks and smoking areas. All these reports from other crews and groups help Path Planning in its planning recommendations and indicate that the information about future plan ideas is circulating throughout the fair family.

The ways areas acquire their name was discussed at length. There seems to be no definitive process currently in place. The Committee will research this and make recommendations for establishing a workable process in the future.

The Committee after much discussion on the matter has voted to recommend the relocation of the Barter Fair as soon as possible as a major step required to allow for the development of the Crafts Lot. The Committee has set a date of April 15th 2012, for a workshop on the development of Crafts Lot. This workshop will start at noon in the Crafts Lot, weather permitting.

The next regular Committee meeting will be held in Alice's on January 22nd, 2012 from noon to 3 pm.

Member Input

Naming a Vice-President was exciting; now we can work on the process for next time. -Jen-Lin

Thanks for the confidentiality discussion and the clarity. -Jen-Lin

Thanks to Kay and the site guys for starting the annual wreath making party some years ago. Jen-Lin

Regarding the Occupy discussion, CALC was Clergy and Laity Concerned and is now the Community Alliance of Lane County; it's been around about 40 years and is a progressive organization and any funds designated for a purpose will be used for that purpose. -Jon P

Smoking areas are a Path Planning subject and need some Board discussion. -Jon P

Send a message of support for Occupy Eugene to the City Council before their meeting on the 12th. -Spirit

I'm humbled and honored to serve you all. -Indigo

Thanks, on behalf of Occupy Eugene. -Jain

President's Peace

We hope that Occupy, in case there is an action against them before the holidays, understands the important link to non-violence and what peace really means. We appreciate how Occupy has brought that to the forefront; on TV and on-line we see the reality of the harsh evictions. So Peace!

Adjourn

The meeting was adjourned at 9:50pm. The next meeting is January 9 at 7pm at EWEB.

Tentative agenda: Barter Fair (Indigo); Bylaws revision (LT); Appoint Diane McWhorter to the Craft Committee (Deane); Create GM Budget line item for Community Center* (Anna); Occupy support (Jon S)

Tabled business for the budget meeting: Post Fair services budget (Jack); Endowment increase (Paxton)

*The Community Center Committee requests the Budget Committee create a line item under the GM Budget "Community Center Planning and Conceptual Development" and allocate \$25,000 to the line item from the Community Center reserve funds.

addendum: **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 shall be a member of all hiring committees, however, the BOD is responsible for hiring and firing employees. The GM may hire and fire temporary employees as defined in the Personnel Policies and Procedures Manual (PPPM). The GM has final approval for the hiring and firing of any temporary employee hired by other staff. The GM has final decision-making authority on all operational issues. The GM chooses and directs a management team to assist with operations. The year-round management team consists of volunteer back-up managers and all management employees. During the period of Main Camp the GM or their designee may temporarily suspend, replace or remove staff, coordinators, performers or booth persons subject to further review. The GM may temporarily suspend staff and coordinators at other times during the year subject to further review. The GM may remove visitors from the site at any time. 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 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 \$3000.00 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 be prepared to 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 an annual management report. 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, and schedule and facilitate operational meetings. A temporary residence on site is required for the duration of Main Camp.

The GM will primarily work in an office environment which includes business telephone systems, 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 may be 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 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, analysis, and complex problem solving; Employee supervision, management, and evaluation with ability to motivate employees and volunteer; 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; Experience writing, managing & administering grants; 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; Knowledge of workplace health and safety issues; Must be physically capable of performing required tasks or Must be physically capable of performing essential duties required, after reasonable accommodation of any disabilities; Ability to act quickly and effectively in an emergency; Ability to develop and implement systems for effective year-round operations; Awareness of environmental concerns and issues; Knowledge of state and county building and land use management planning guidelines.

Education And/Or Training: A four year degree or higher in an appropriate discipline is strongly encouraged. Experience adequate to fulfill the essential job

requirements. Three years relevant financial management experience. Three years of relevant experience in a business or non-profit work environment preferred.