

**Oregon Country Fair Board of Directors' Meeting
November 05, 2012, 7:05pm at EWEB**

Board members seated before election ratification: Diane Albino, John 'Chewie' Burgess, Saman Harnsongkram, Paxton Hoag, Lucy Kingsley (alternate), Jack Makarchek (president), Deane Morrow, Indigo Ronlov (vice-president), Anna Scott (alternate), Jon Silvermoon, Lawrence 'LT' Taylor, Bear Wilner-Nugent. **Board members seated after election ratification:** Diane Albino (alternate), John 'Chewie' Burgess, Saman Harnsongkram, Paxton Hoag, Lucy Kingsley (alternate), Jack Makarchek (president), Deane Morrow, Indigo Ronlov (vice-president), Kirk Shultz, Lawrence 'LT' Taylor, Sue Theolass, Bear Wilner-Nugent. **Peach Gallery present:** Staff (Charlie, norma, Steve, Andy, Tony, Robin), 3 officers (Hilary, Grumpy, Bill) and 24 members and guests.

Agenda review

Old business: Confirm October Board meeting minutes; Approve Board member election results (Anna); Appoint OCF officers (Bear); Secretary's report on donation consent calendar; Treasurer's report and budget business; Appoint VegManEc crew co-coordinators Cindy Bandow, Glenn Gregario and Doug Stejtskal (Chewie); Approve revenue projection (Bear)

New business: Donate \$1000 to Be Noble Foundation (Chewie); Revise the donation consent calendar process (Indigo); Property acquisition (Bear); Appoint Camping crew co-coordinator John Kassebaum (Chewie); Operations Manager job description (Diane); Operations Manager promotion (Diane); bonuses (Jack); Appoint Neighborhood Response Team co-coordinator Dan Erdman (Paxton); Donation to Skipping Stones (Diane); Donation to the May 2013 Peace Jam Slam (Lucy); Appoint Community Center Committee member Anna Scott (Deane)

Chewie moved, Bear seconded, to move the Be Noble Foundation donation from new to old business. The motion passed 10-0.

Bear moved, Chewie seconded, to move the property acquisition item from new to old business. The motion passed 10-0.

Diane moved, Saman seconded, to move the Skipping Stones donation from new to old business and onto the consent calendar. The motion passed 10-0.

Announcements

Copies of the latest Occupy newsletter were passed around. (Jain)

Beeswax candles and catnip toys are for sale tonight as a Culture Jam fundraiser. (Sue)

The OCF will participate in the Veneta Light Parade on Thursday, December 6 (about 6 to 8pm); call the office if you would like to join in. (Charlie)

Confirm Minutes

Indigo moved, LT seconded, to confirm the minutes from the October 1, 2012 Board meeting. The minutes were confirmed 9-0-1 (Indigo abstained).

Old Business

Anna moved, Jon seconded, to ratify the annual Board of Directors election of Diane Albino (alternate), Indigo Ronlov, Jack Makarchek, John 'Chewie' Burgess, Kirk Shultz and Sue Theolass (voting members) for the next year. Board: It has been an honor to serve on the Board the last 4 years; I appreciate the 328 votes I received in this year's election; I wish the new Board the best in the coming year (Jon). See you on the other side of the table (Anna). Thanks were expressed to the outgoing and new members and this year's candidates; we have two new voices (Chewie, Deane). **The motion passed 10-0.** The new board members, Kirk and Sue, took their seats. Jon and Anna stepped into the Peach Gallery.

Bear moved, Chewie seconded, to appoint OCF officers Jack Makarchek (president), Indigo Ronlov (vice-president), Hilary Anthony and Steve 'Grumpy' Gorham (co-treasurers), Bill Ganser (recording secretary) and Heidi Doscher (membership secretary). The motion passed 9-0-1 (Deane abstained).

Bear requested this year's committee liaisons be listed in the minutes: Archaeology - Deane & Diane; Budget - Lucy; By-Laws - LT& Diane; Community Center - Kirk & Indigo; Craft - Lucy & Sue; Elders - Diane; Endowment - Lucy & Sue; Financial Planning - Bear & Paxton; Food - Saman & Sue; LUMP -

Chewie; Path Planning - Paxton, Kirk & Saman; Peach Power - Paxton & LT; Personnel - Diane & Chewie; Poster - Indigo; Vision Action - Paxton & LT.

Board Donations

The recording secretary reported on the Board's donation status and pending requests. The budget for this year is \$19,000 and \$15,000 has been donated so far; \$4000 remains for November and December donations. **The four requests on tonight's donation consent calendar are Bosco House (\$500), Whiteaker Community Dinners (\$2000), Be Noble Foundation (\$1000) and Skipping Stones (\$800).** There are two requests for December: Next Step Recycling for \$500 (Bear will sponsor) and Our Forests for \$5000 (Chewie will sponsor).

Bear moved, LT seconded, to to approve this Donations Consent Calendar for \$4300. After discussion, the motion passed 10-0. Peach Gallery: There is no need to change the budget; just let it run over (Joseph, Grumpy). Beverly Farfan with Whiteaker Community Dinners said thanks for the past support of the Fair, the dinner has been going on for 24 years, and the OCF socks and blankets have been keeping people warm for years. Mary and Caroline from Bosco House said they support women with children who have no options with housing and assistance, all their funding is donated and all staff are volunteers. Arun said the Skipping Stones donation will be used to give free subscriptions to 25 local schools. Chewie said the Be Noble Foundation honors a long time Fair person and is working to preserve the Amazon headwaters in south Eugene. Joseph expressed his support for these donations.

Old Business

Chewie moved, Deane seconded, to appoint new VegManEC crew co-coordinators Glen Gregario and Doug Stejtskal. The motion passed 10-0. Board: Chewie thanked Susan Bryan who is stepping down and noted these new coordinators would be joining Cindy Badow in the coordination role. Board members Chewie, Bear, Deane and Kirk all expressed support and appreciation for Glen and Doug.

Bear moved, Indigo seconded, to authorize the President and General Manager, in consultation with the co-Treasurers, to negotiate and execute legal documents for the purchase of a piece of property. The motion passed 10-0.

Bear moved, Lucy seconded, to approve the Revenue Projection proposed on November 19th by the Financial Planning and Budget Committee for a net revenue projection of \$1,797,850 which incorporates assumptions for ticket price increases of \$1 to \$2, pass cost increases of \$20 for SO and \$15 for Teen, and Worker Day pass increases of \$15 for the first 15 and \$10 for all additional. After discussion, the motion failed 5-4-1 (Chewie, Deane, Paxton and LT opposed, Kirk abstained). Peach Gallery: This is a 33% increase for an SO pass and that should be considered as a separate agenda item (Joseph). Our impact on the land is exponential; we spend a lot of money to help others; we are building an ever larger event and our costs keep rising (Anna). This has an impact on crews and families; some save all year in order to come to this event; we should move SO's into crew positions (Susan). Our net revenue was about \$700,000 in the last five years so we should question the need for these increases; the new admissions pricing for advance and three-day tickets is made less appealing in this recommendation than the pricing that exists now; the pricing should make it more appealing, not less; some crew members could not volunteer without having an SO for support and we need to be more family friendly for staff and not just for the public (Jon S). We cannot control the costs of services for our event and we need to raise our revenues in response; we also need to raise the money required for things like capital purchases, infrastructure, vehicles, large scale repairs and major projects; our net revenues are used for these major expenses; Alice's, Marshall's and the Far Side are all examples of how our excess revenue funds enable our organization grow; increasing prices for participants to increase our revenues is not short-sighted as we move forward; the attendance projections were also increased in this projection (Hilary). Everyone uses our resources when they come to the site and some pay with sweat equity and others buy a pass; the cost of our expenses go up year to year and there are more of us on site using these resources each year; we do have compassion passes if needed for some; we try to spread the pain in a fair manner to all Fair Family and we need to stay solvent (Grumpy). How much will the \$20 increase for an SO pass mean in increased revenue (Deane)? (About \$64,000). How much will the \$15 increase for a teen pass mean in increased revenue (Deane)? (About \$15,000). Deane asked for a friendly amendment to change the increases to \$10 for an SO pass and \$5 for a teen pass. Bear said he would not accept that amendment. Last year the fee increases went to the booth community;

before that it went to admissions prices; it's time for the volunteer leg of this three-legged stool (Jen-Lin). We do a lot of work with the financial numbers and we make decisions about our fees but we can't discuss and vote on the prices of our good and services; we change one revenue stream at a time; an \$80 SO pass is ok for some but not for others; we face real costs and real choices and we need the funds (Tony). In the last 20 years we have grown significantly and our infrastructure costs have increased accordingly; we are inclusive and there are many ways to participate; we provide a high level of service to our thousands and thousands of volunteers; the teen population continues to grow and they use our services, including food; this recommendation is the right balance; these increases are carefully considered; we need to respect the work of the committee (Charlie). We don't have much control of the costs for our fixed services but we can control the growth of our increasing population (Steve). The perspective of the Elders is the shares are not balanced and some, like food booths, make a lot of money and could be asked to pay a higher fee (Kay). Some crews have SO's who work in addition to paying for their pass (Peaches). That is a crew decision and not a Fair wide policy (Hilary). Working SO's are an increasing phenomena and it seems to be a point of pride for some crews as well as a way to try out for new crew members (Charlie). This question of a working SO should be discussed separately because it seems to be a growing situation (Jon P). This is a difficult problem; our people generally don't like authority and directives; working SO practices exist and it's not equitable all around the Fair but trying to make all the crews operate the same way would be difficult (Grumpy). How much does the final week SO price increase raise (Chewie)? (About \$3200). **Chewie moved, Deane seconded, to amend the motion so the SO late price is increased to \$110 and the regular SO price stay the same at \$60.**

This is an unfair burden on some (Joseph). Tony pointed out the math does not work, only \$4700 of additional revenue would be raised compared to \$67,000. Charlie said this won't distribute the burden. Chris said many are late due to circumstances beyond their control and they should not be penalized.

Chewie withdrew his motion to amend. The Revenue Projection meeting where these changes are defined is an open meeting, the date next year is Sept 18, and there has been a lot of discussion and email traffic; this projection was not passed unanimously in the committee (Bear). **Deane moved to amend by changing \$80 to \$70 for the SO price. There was no second. Deane moved to amend by changing the \$15 increase to \$5 for the teen pass price. There was no second.** I came to the revenue projection meeting and was told to shut up; teens don't get the services; the Elders pass price was dropped down a few years ago and if they bring a friend, this puts their cost back up (Deane). Not all food booths make a lot of money and many just get by after paying the fee and buying passes (Saman). There are three primary funding streams - attendance, booths and volunteers - plus some funding from parking passes; attendance has been pretty stable for years but our internal population has been growing rapidly since 2004 and we are the ones using the services; we need these services and we need to pay for what we use (Lucy). There was a good turnout for the Revenue Projection meeting and good discussion; this recommendation passed out of committee by a 2 to 1 vote; I'd support a staggered \$10 and \$10 per year increase for the SO price; I would prefer to raise the ticket prices a little more; one figure used for the per person cost is about \$58 for basic services (Paxton). It is hard for the Board to question what so many people do so well in this financial planning process; the money has to come from somewhere; I'm hesitant to distribute the fees this way; some are more financially able than others; some pay money to come to the Fair and work and some come to the Fair to work and make money; I would prefer a staggered increase (LT). I agree with Anna and Tony about needing the revenue; I hear many crews expressing their dreams and visions and see them held back by the available resources; I think a staggered amount might be better (Kirk). I'm a craft vendor; those fees just went up and I expect them to go up again; this is difficult but it is our responsibility to cover our cost of being here and it is the only way to be sustainable; I'm happy to hear we have a compassion pass process; I'm in favor of the motion; we need to do this (Sue). I am against this increase; expenses go up for all and not just for the Fair; if all SO's were changed to staff and were required to work who would take care of the kids (Diane)? At the beginning, getting an SO depended on who you knew, then we went into 25% of crew size, and then we continued to raise the availability to 50% and now to 75% as we tried to make the fair more inclusive family and more accessible; part of this change was to increase the revenue so we could pay for our needs; the initial cost was \$25 and we are about to make the fourth or fifth increase; all this goes to the notion of having our family at the event and not limiting the available tickets for the daytime fair goers; we might consider a motion to do away with the pass fee and go to a membership fee; right now we bring who we want to bring and that is what we want; we would rather have the fee so we don't have to decide who can and cannot come; it is a pact that sustains the notion of the Fair; this burden is ours because we

want to be inclusive in this way (Jack). Regarding the teens, some day they will be sitting here at this table; we need to continue to engage and connect with the generations; they need services and they need to feel supported; we feel a strong need to participate and money is just one form of energy (Indigo). Our by-laws say there is one class of membership but we have just talked about several here tonight; I will vote against this because of the increase for the SO's (Chewie). The motion did not pass.

Paxton moved, LT seconded, to approve the Revenue Projection but changed to increase the cost of SO's by \$10 this year and by another \$10 next year. After discussion, the motion passed 9-1 (Deane opposed). Peach Gallery: If you consider the direct costs of toilets, medical, tee shirts, food and vouchers, and similar items but without any overhead allocations, and with the total cost divided by the number of volunteers and SO's, the cost is \$65 per person (Hilary). I support this staggered increase, do it for teens too (Jon P). All things must be paid and the SO fee helps us subsidize the volunteers (Jen-Lin). We have been on a path that increases the population and the bills must be paid; we are trying to be pro-active; the SO pass has been a big departure from the "one role-one pass" way we did it in the past; SO selection is not regulated (Charlie). This is a compromise and it is a positive approach (Joseph). This is a good compromise, it should be noted that tonight's discussion has been very respectful (Grumpy). I am also opposed to this "compromise" increase in SO passes but will reluctantly support the motion; while I see the need, I don't forget that we receive a lot of sweat equity; we need to discuss the reality of a working SO (Chewie). I said I would not accept any increase higher than \$5 for a teen pass and I stand by that (Deane). The motion passed.

I understand this will increase the SO pass price by \$10 this year and \$10 next year; will keep the late fees the same; increase the teen pass price from \$30 to \$45; the youth price stays at \$10; and the first 15 worker day passes are \$15 and more are \$20, and this includes Community Village and Energy Park (Lucy).

Staff Reports

General Manager (Charlie): I would like to start my November board report with a deep and heartfelt thank you to Jon Silvermoon and Anna Scott for their service on the BOD. I would also like to welcome aboard Sue Theolass & Kirk Shultz and thank them, as well as all of the other candidates for their willingness to step up and serve our family and organization.

Additionally, I would like to express my gratitude and appreciation to everyone who participated in the annual BOD retreat this past weekend. I can't remember a more positive or productive retreat in my 8 years on staff. It reinforces for me that, although we all have our own perspectives on issues and there are things we sometimes don't agree on, I believe we all have the good of the OCF in our hearts and at the center of our process. How we get to "yes" (or in our case "yes,yes,yes"), make agreements and reach compromise, that both represents and serves the breadth of our family, is what sets us apart from dominant culture.

What an exciting time this is to be a part of the Fair. This long range and future planning gives us glimpses into the upcoming positive changes as well as some of the challenges we face. I believe the opportunities currently outweigh the challenges and working on our new Philanthropy/Fundraising plan, phase one of our community center project and the planning around the future look of the Craft Lot is incredibly fulfilling. The current well-being of our organization allows us to prepare for our future and make sure that we have the capacities we need to be able to gift forward to our next generations. What a great moment in the evolution of the OCF and I feel honored to be a part of it!

The Community Center committee has finalized a timeline for our phase one work with Pivot/Solarc and we have targeted March 18th for a work session with the board to present our findings and the completed deliverables for the program design phase of the project. There is much to be done between now and the March work session but that is precisely why we have engaged Pivot to guide us through this process, help us stay on track and keep pace with this compact time line.

I met with County Commissioner Jay Bozeviech, as well as Lane County, Fire District and law enforcement officials, to follow up on our public safety and campgrounds meeting of last June. This is important community work for us and the value of our leadership and participation can't be overestimated. This meeting focused on how best to cooperatively address the rapidly growing issues with vendors along Suttle Road as well as in the public right of way and the threat to public safety that it is creating. This was a very productive meeting and I am pleased to report that all in attendance had extremely positive things to say about the OCF. In the end we will play a lead role in helping to address these issues

at Fair next year and that speaks loudly to the respect we have earned from our many partners in Lane County.

The Path Planning Committee has approved its 2013 work plan and has several large outreach meetings on the horizon. The next, happening later this month, will be focused on gathering input and perspectives from the many operational crews impacted by the changes ahead and to garner their participation early on in the Craft Lot design process. Last month the meeting with the Camping Crew and Survey team was great and helped all in attendance get a clearer picture of how the plan to move many of the current Craft Lot residents to new camping homes is taking shape. A huge thank you to the folks from Camping and Survey and to John Kassenbaum from Crafts Lot for the outstanding data they have gathered and developed to that end.

We reported back to the Lovell Foundation at the end of October on the Culture Jam grant for 2012 as well as the grant funding for our new fundraising plan. As a result we fully expect to secure the additional implementation funds promised us for 2013. The process is moving along very nicely and there has been so much synchronicity around this project and the opportunities it presents. It seems like this is the perfect time for the OCF to grow in this direction.

I was thrilled to be able to represent the Fair last month at the Grantmakers of Oregon & Southern Washington annual funders conference. I had the opportunity to introduce the Fair to the principal funders from organizations like the Meyer Memorial Trust, the Collins Group, the Ford Foundation, the Oregon Community Foundation and most of the other major grant making organizations in our region. The interest surrounding the OCF was tremendous. Everyone wanted to know more about the Fair and our philanthropy & other programs. We are a very unique entity in the charitable nonprofit world and the intense interest shown in the Fair is very encouraging. I hope that over time, as we implement a new fundraising plan, we can embrace a more foundational model in which we receive grants and other funding from these large endowments and in turn are able to direct more philanthropic giving to causes and organizations that help further and are dear to the heart of the OCF vision. There are many wonderful possibilities for our organization on this horizon.

The Veneta Light Parade is scheduled to take place on Thursday December 6th and the Fair will again be participating this year. It is always an adventure and the community greatly appreciates our presence. Space is limited on the float but we also need some walking escorts and other help. If you think you would like to join us and be part of our entry please call the office to find out more and RSVP. We want to make sure that we safely have room for all who come out to celebrate with us next month.

The Fair Family Photo Project is now online for you to check out and the finished book is ready and available for purchase. You can find it and the entire collection of photos at: <http://www.erindougherty.com/f88995909> If you posed for a portrait, your complimentary 4x6 print is now ready and available for pick up at the Fair office during office hours but please call first to make sure that someone will be available to help when you come by. Coming soon will be the Fair Family Photo Project Poster, featuring everyone of the over 250 folks who participated. Expect an update and more info in my December report.

In closing I would like to wish you all a wonderful, happy and healthy Thanksgiving season!

Administrative Assistant (norma): Congratulations to the new Board members and thanks to the former Board members. Thanks to the Elections Committee for conducting the process with such integrity; I have tremendous respect for the job they do. The retreat went well and all those who participated are appreciated. The edited Budget handbook has gone out to the coordinators. The entertainment coordinators met and they did some great problem solving with each other; entertainment applications will be available November 15 and are due back on February 15; this new schedule will help us with our preparations and with the entertainer's schedules for the summer. It's not too early to think about gifts for the holidays and we have commemorative items such as t-shirts and tote bags available at the office.

The Fair received the Best Event of the Year in the Best of Eugene contest organized by the Eugene Weekly! (Charlie)

Site Manager (Steve): Thanks to the candidates, the process, the outcome, and the former and new Board members. This is participatory democracy at work and is one of the reasons I appreciate our organization so much. We work together, openly and honestly. We had no rain on site from July 20 to Oct 14 and then it rained over 2.5" in the next few days, an abrupt transition from parched to saturated. It's fall and we are about ready for the winter season; thanks to Jeff and the VegManECs for their work

this last weekend with the bale dams. Alice's has been busy each weekend with meetings and retreats. The highway pickup went really well last month with a good turnout of helpers. The high school cross country run took place on a beautiful day, October 17th, between rains and the site looked great; we hosted student athletes, coaches, spectators and parents from all over the state. It's a great showcase for us and great outreach for Elmira.

Office Assistant (Robin): Lucy and I have been introduced to an organization called Peace Jam which brings youth and Nobel Peace Laureates together; it's a project that was instigated by the Dali Lama and youth workers engaged in teaching youth peace and justice programming. It draws thousands of kids to its international event and hundreds to regional events. Eugene is being considered as the place to host the northwest regional events in the coming years.

Assistant Manager (Tony): Thanks Jon, Anna, Sue and Kirk. We have lots of budget work with coordinators and bigger crews and we are always looking for ways to save money and leverage our time. We had a management team 2-1/2 day retreat that included work on the Craft Lot extension, discussion with the Camping Crew, and work on entertainment coordination and schedules; there are lots of activities and announcements to come. The poster committee is taking artist applications and we need a designer for our family website presence. I work with an amazing team, day to day, in the office and on site and really appreciate all of them.

We have had a feral cat problem for a long time and last year Robin Bluesky was working to build a network for adoption, spay and neuter with some other folks but now, without her here, we have lost the connections; if anyone knows the arrangements or those involved, please be in touch (Steve).

Committee Reports

Elections Committee (Jen-Lin): Thanks to all who helped and participated in the election. We sent out 1289 ballots, received 650 of them back. It costs about \$2 for each absentee ballot so we wasted almost \$1300 when half the ballots are not returned. We encouraged absentee ballot returns this year by putting a notice on the envelope about the importance of voting. There were 121 votes cast at the meeting so we counted a total of 771 ballots which is the largest turnout ever.

Elections Committee vote tally report: John 'Chewie' Burgess (419); Indigo Ronlov (413); Kirk Shultz (412); Jack Makarchek (386); Sue Theolass (385); Diane Albino (379); Casey Marks Fife (350); Marcus Hinz (336); Jon Silvermoon (328); Ellen Singer (208); Jon Pincus (207); Paul Simon (164); Michael Richard (141).

Feedback (Jen-Lin): The 2012 feedback report is on-line and we had comments about toilet paper quality, Crafts Lot changes, the photo and video policy, after-hours perceptions, sound issues, and the importance of good guidelines and their enforcement.

Path Planning (Chris): Path Planning met on the 21st for an evaluation meeting; Camping Crew was discussed and the Survey Crew findings that show Fair Family people will make changes if they are informed and involved. This meeting was an example of how we are communicating better all the time.

Barter Fair Task Force (Amy): The task force continues to meet to define what the Monday Market might look like and when things will take place; our next meeting will be on site Nov 11 and we plan to meet with management on Nov 14.

Crafts Committee (Lucy, Diane): The Craft Committee began 2012 in January by meeting with Charlie Ruff and Tony Clementi, discussing communications, collaboration with other committees, and the need to restore craft booth spaces in the newly created areas. Lucy Kingsley became the new Board liaison. We discussed fee increases and the coming changes to Barter Fair and Crafts Lot. The idea of moving booth deadlines one month earlier was explored, but dropped when Registration outlined objections that showed that more people would be inconvenienced than helped.

In April we met with representatives from the Elders committee and discussed their ideas for craft sales for retirees, a home for their history displays, and other aspects of the developing Elders policies. We examined proposed maps of the new Crafts Lot plans in May and sent our input to the Path Planning Committee. We successfully surveyed Booth participants at the event on Barter Fair issues and passed the information along to the Barter Fair task force.

Craft Committee supports the construction capital project of improving the space next to 228 for seating for food patrons and busking space.

At the October meeting the Committee approved a guidelines clarification in the Kid Crafters eligibility policy. The Committee is concerned about aesthetics not being consistent regarding plastic and vinyl

signage, as well as the signage size limit. Ongoing discussion on guidelines recommendations, path planning issues and future plans of the OCF as relates to booths will be held at the November meeting.

The Committee does not meet in December but will meet again on the second Wednesday of January at the town office at 6:00 pm. All interested Fair Family are welcome.

Member Input

Bear thanked Jeff Harrison for the detailed Craft Inventory report submitted to the Board this month.

Chewie said it's very important that everyone take the time to vote tomorrow.

Paxton said the cost of the 1300 absentee ballots was not wasted because we got 650 of them back.

Joseph reminded us that use of fossil fuels remains an issue for our environment and the storm on the Eastern seaboard is an example of the consequences.

Jon P asked that copies of non-confidential documents be made available at the meetings.

Michael thanked the Elections Committee and the voters in the Board election.

Jon S said that Dog Control was dealing with the service dog issue and requested that Fair Family who will be bringing service dogs to the Fair contact Dog Control so that we could offer services to people with service dogs.

Tony said the Thanksgiving holiday is approaching; stay safe and happy.

Kay said Norma and Jen-Lin and the Elections Committee do a great job but she is concerned about our membership process. When she went to the meeting to participate she found her name was no longer on the membership list.

President's Peace

Thank you, Jon and Anna, for serving on our Board. Welcome Kirk and Sue. Tomorrow is relevant for all of us. We need to send our astral energy toward a few key geographic places for the general election. Thanks, Elections Committee, Board, members, voters and everyone for letting me participate in the work of our organization and the Fair.

Adjourn

The meeting was adjourned at 9:50pm. The next regular meeting is December 3rd, 7pm at EWEB.

Tentative Agenda for December

Confirm minutes from the November 6th Board meeting

Donation requests (Next Step - Bear; Our Forests - Chewie)

Treasurer's report and Budget items

Revise the donation consent calendar process (Indigo);

Appoint Camping crew co-coordinator John Kassebaum (Chewie);

Operations Manager job description (Diane);

Operations Manager promotion of Tony Clementi (Diane);

Bonuses (Jack);

Appoint NERT co-coordinator Dan Erdman (Paxton);

Donation to the May 2013 Peace Jam Slam (Lucy);

Appoint Community Center Committee member Anna Scott (Deane);

Appoint Personnel Committee member

Appoint Personnel Committee member Anna Scott (Deane)

Appoint Personnel Committee member Jon Silvermoon (Deane)

CCPA membership

OPERATIONS MANAGER Job Description September 2012

Position Purpose

The Operations Manager (OM) is responsible for ensuring the safe, effective, and efficient operation of Oregon Country Fair (OCF) events. The OM will be involved in the prudent management of delegated budget resources and successful management of OCF assets. The OM shall, subject to direction from the General Manager (GM), supervise the Site Manager and Caretaker, and may participate in the supervision of other regular and temporary employees as well as individual volunteers and crews, as directed by the General Manager. The OM coordinates year-round volunteer activities, communication, and projects. The OM helps plan for the future operational needs of the organization including (but not

limited to) volunteer recruitment, information technology, communication systems, land use planning, buildings, permits, and licenses.

Job Location and Working Conditions

To facilitate the performance of the OM duties and for the OCF's convenience, the OM will be provided office space at both the OCF site and the town office. The OM is required to live on-site during Main Camp (with the exception of scheduled days off) and through the budgeted duration of Post-Fair Main Camp.

The OM will have working support of coordinators and staff to accomplish the work needed to organize OCF events and will organize and conduct work parties when needed. To facilitate work parties, incidental physical labor by the OM is expected when appropriate.

On-site working conditions require the ability to climb, step over objects, and maneuver through loose, wet, or uneven surfaces similar to those of a construction site. The ability to lift and carry seventy (70) pounds, open and close gates, warehouse doors, operate equipment such as tractors, trucks, and lawn mowers, and to walk, stand, and sit for long periods of time is essential. Event working conditions will require the use of communications equipment; including two-way radios and other communication equipment (examples include landline telephone, intercoms, pagers, and cell phones).

Scope of Authority and Essential Job Functions

The OM will be supervised by the General Manager and will confer with the GM at least once a week.

The OM is a full and active participant in choosing and directing the year-round management team with oversight by the GM. The year-round management team consists of volunteer back-up managers and all management employees. The OM may remove or replace volunteer staff, coordinators, performers, booth persons, and visitors from OCF properties and/or functions. The OM makes recommendations regarding hiring or firing of employees that are given substantial weight. The OM resolves disputes on OCF properties and/or functions between affected persons or makes other means of mediation/resolution available in addition to the approved OCF grievance procedure. The OM will inform/consult with the GM on all such decisions within 24 hours or as soon as is feasible. The GM has final decision-making authority on all event operational issues.

The OM will develop and maintain the OCF Operations Manual with the management team.

The OM coordinates the planning, organization, and communication of operational activities including (but not limited to) those of the three-day event as well as other events, volunteer projects, information technology, and workplace systems as directed by the GM.

During Main Camp, the OM will continue to function in a management role, with the Main Camp coordination team. The Main Camp coordination team consists of the OM, QM, Pre-Fair, and such other persons as may be designated by the OM or the GM, and will facilitate and/or attend all appropriate meetings.

The OM shall participate in an annual evaluation of the three-day and other events.

The OM, in conjunction with the Site Manager (SM), will be involved in managing safety issues concerning OCF assets. This includes (but is not limited to) responsibility for maintaining safe working practices of the volunteers, safe equipment, safe operation thereof, safe event conditions, and Emergency Response protocols.

The OM is expected to use good judgment and make prudent decisions at all times. The OM may make event-related operational decisions to meet crisis situations as needed. The OM shall notify the GM of any crisis situation immediately.

The OM has the authority to make decisions on expenditure of approved operational and operational capital project budgets. The OM may make deviations from approved budgets to meet crisis situations as needed. The OM shall notify the GM of any crisis situation immediately and may request authority from the GM to spend above budgeted amounts. The OM may request approval from the GM for the authority to spend up to \$1,500 above a budgeted amount in a non-emergency situation but no more than \$5,000 per fiscal year for any non-emergency expenditures not having pre- or post-expenditure BOD approval. The OM will maintain lines of communication with coordinators and standing committees that make decisions affecting OCF operations and will attend BOD, committee, and other operations meetings as directed by the GM.

Other duties as assigned.

Critical Skills and Abilities

Experience in planning and coordinating special events

Ability to organize, plan, facilitate, direct, and delegate.

Ability to positively motivate employees and volunteers.

Experience with people from varied backgrounds.

Strong interpersonal skills.

Ability to effectively communicate with individuals and groups.

Ability to work effectively with others especially in stressful situations.

Strong oral and written communication skills.

High level of analytical ability.

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.

Ability to respond quickly and effectively in an emergency.

Ability to maintain paper and electronic systems.

Demonstrated proficiency with word processing, database, spreadsheet, accounting, and presentation software programs.

Demonstrated skills in leadership and problem solving.

Ability to effectively promote and achieve good community relations.

Demonstrated skills with complex problem solving.

Advanced conflict resolution and/or mediation skills.

Knowledge of basic math and budgeting skills.

Must be physically capable of performing essential duties required, after reasonable accommodation of any disabilities.

Education and/or Training

Educational, training, or experience level in an appropriate discipline adequate to fulfill the essential job requirements.