

**Oregon Country Fair Board of Directors' Meeting
December 2, 2013, 7:07 at Hilyard Community Center**

Board members present: Diane Albino (alternate), John 'Chewie' Burgess, Casey Marks Fife, Paxton Hoag, Lucy Kingsley, Jack Makarchek (president), Indigo Ronlov (vice-president), Kirk Shultz, John Silvermoon, Lawrence Taylor, Sue Theolass, Bear Wilner-Nugent. **Peach Gallery present:** Staff (Charlie, norma, Tony, Andy, Robin), Officers (Hilary, Grumpy, Randy), and 33 members and guests.

Agenda review

New business, Announcements, Reports from Staff and Committees, Member Input, Secretary's report, Consent Calendar, Treasurer's report and budget items, Old business, Confirm minutes from November board meeting, Barter Fair Task Force, Employee Holiday Gifts, Approve Laura Strobel as co-coordinator of Solar Stages, President's Peace

New Business:

Marriage Equality ballot initiative (Jon S)
Approve Amanda Bishop as co-coordinator of Crew services (Paxton)
Approve Kori Anderson as coordinator for Child Care (Indigo)
Approve Craft inventory co-coordinator Jim Jarvis (Chewie)
Motion to support progress on the CLOG work update and forward motion (Kirk)
OJ Documentary (Paxton)
Approve revised job description (Sue)
Guidelines Amendments (Bear)
Personnel issue moved from New to Old (Jack)

Jack moved and Bear seconded to move personnel issue from New to Old Business. Motion passed 10-0

Announcements

Indigo: The OSU extension services have moved into a new location at the Kaufman House 996 Jefferson and you can find them on the web at: extension.oregonstate.edu/lane

Chewie : I'm gonna live!

Sue: There is a small Culture Jam fundraiser with catnip mice and bees wax candles for sale here at the meeting. Also there is a fundraiser for the Family School's reading program on Wednesday at Oakshire brewery – one dollar off all pints sold goes to this program for Family School.

Jon P: The WOW Hall membership party is this Saturday at 6:30 12/7 with food and music by My Father's Ghost.

Reports

Staff

Charlie: I would like extend enormous gratitude to all the crews and individual volunteers who came out to help us with our work party weekend on November 9th & 10th. Specifically, Camping, Tree, Site & VegManec crews spent several days making this work party such a big success. This was the first of several workparties necessary to be able to open up new camping space primarily dedicated to folks needing to relocate from Crafts Lot. This work party focused on completing two major gator trail access arteries, as well as further detailing and refining site maps of the new camping areas. Defining, mapping and managing new camping areas is the key to meeting the needs and challenges of relocating those being affected by the changes in Crafts Lot. As the work continues each one of the new neighborhoods will be defined in greater detail and prepared to receive campers. As those tasks are completed we will be working with affected campers to match them to a new location. To that end there will be at least 2 day-long work sessions, to match the needs of campers with the new camping areas. The first of these is

currently scheduled for Saturday, March 8 and the second is expected to be in early May. As yet, the location and exact start time of the March 8 event are still being determined but should be decided soon. If you are a Craft Lot camper and have not specifically been contacted by Camping Crew please plan on joining us on March 8th if you can. You can also reach out via e-mail to

campingcrew@oregoncountryfair.org for more information and updates as things move along.

The CLOG team has been working ardently throughout the fall and has submitted a Fair Family News story for the upcoming issue. It gives an overview of the project and is accompanied by the latest version of the ever evolving concept map. At the BOD retreat, the CLOG group presented a body of materials that can now be found at the Path Planning web page. The CLOG is seeking the direction and endorsement of the BOD in moving forward with the work as presented at the January meeting. There will also be a call out to existing craft and food booth reps for letters of interest to explore moving into the new area. CLOG is working with both the Food and Craft committees and a Path Planning sub committee dedicated to the issue, to determine the right mix of booths for the new area. If you are interested or have any questions or ideas for the team you can reach out to them directly at clog@oregoncountryfair.org.

Path Planning is also seeking naming suggestions for the new area. If you have the perfect name in mind, please submit via e-mail to pathplanning@oregoncountryfair.org by December 31 for consideration.

We are now firmly in the midst of the holiday season so that must mean that we are deep in the swing of OCF budget season. Grappling with more than 70 budgets is quite an annual endeavour and this year marks the beginning of a new 2-year crew budget cycle. The work is a bit more complex this year as we work to identify staffing and other budget changes related to the Crafts Lot expansion. We expect to have a good picture of the crew costs of the new area as well as the capital project expenses in early January. Guideline Changes/recommendations are due at the end of the month and Capital Projects requests are due at the end of January.

The Veneta Light Parade will be happening on Thursday, December 12 and the Fair will again have a spectacular entry. Please come out and cheer us on!

In closing, I would like to wish everyone a wonderful solstice and a joyous, meaningful holiday season.

Soon the days will be getting longer again and Fair season will be just around the corner.

norma: Entertainment applications are on the web:

<http://oregoncountryfair.org/applicationsperformers.php>, so if you know of a potential Fair performer point them our way. Guideline change proposals are due Dec 30 and if you do not have a form contact me.

Capital project requests are due on Jan 31st. The office will be closed from Dec 16 to 30 for the holidays.

Robin: For Culture Jam, this month is a thank you month. We're sending out thanks to the kitchen crew, volunteers, and staffers as well as receipts for those that donate food. On fundraising, Charlie, Linda Reymers and I are working on the fund raising database. One of our beginning goals is to get the Fair family and the larger community to understand that we are a philanthropic organization. We've talked to the Fern Ridge Review and the Fair Family News to provide us with an OCF philanthropy corner in their publications. All of our efforts are giving to other organizations so that they, too, can flourish.

Andy: It's been a quiet month at the site. I was slightly apprehensive about the trail in the Crafts Lot but it went really well. I encourage folks to go out and walk the new path. We've had some cold weather and all systems passed the freeze test. The Parade of Lights float is being built by Yona and Kenyan with the same lighted dome plexi-glass panels as the one they built out in Pirates Cove during the Fair.

Tony: If you want to ride on the Parade of Lights float contact Charlie. The work party was amazing due to all of the volunteer crews from all facets of the Fair. It is budget season, which brings choices as we all look at sourcing the Crafts Lot and all the other requests for Capital Projects.

Committees

Kirk: Some adds to the Path Planning and CLOG status – during the work weekend we removed the old Craft Lot fence. Thanks to Jason Kelley who, with his GPS, helped to set up more accurate maps and show the scribbly map was not that far off. Coming up soon from CLOG will be a presentation and small revisions on the map. This is all on the Path Planning website:

<http://ocfpathplanning.org/craftslot/index.htm>. Letters to booths in the new Crafts Lot are being sent out in near future. The Community Center Committee is planning a design charette on February 8.

Paxton: The Vision Action Committee is scheduling the 5-year review of the goals on April 13 for a Fair-wide work session. We will have breakout groups to talk about our goals, how they are functioning and if there are any that need to be changed or dropped.

Indigo: The Poster Committee has received a lot of submissions and has narrowed down the search to a few poster artists and will be choosing the one poster artist for the year.

norma: Endowment Committee guidelines are on the website:

<http://oregoncountryfair.org/pdfs/endowmentguidelines2014.pdf> If there is a non-profit in Fern Ridge area that focuses on arts and kids please check out these guidelines and send in a proposal.

Jen-Lin: We are embarking on something fun – what to call the new space formerly known as the Crafts Lot. Please send your entries to the Fair office. The deadline is the first Friday of January.

Peggy: I always provide the Elder minutes to Randy electronically. Below are the minutes from our meeting on 11/21/13:

The Elder committee met at the OCF office at 7 PM. The meeting was held a week early due to the holiday. The Minutes for October were approved. The date for the Spring Retreat was changed to March 29-30 with a backup date of Apr 5-6 if necessary. Our new second Board liaison with Diane Albino will be Casey Marks-Fife. The motion to submit the FCC application for the LPFM was able to be submitted to the BOD in November thanks to the government shutdown allowing more time and it passed. The time to hear back whether we got it is 6-18 months. There will be a new group formed to carry the ball further and be ready in the event the application is approved. Diane A. reported the current status, the changes in accepted products for sale and the change in location that the Barter Fair Task Force has agreed on. Chris B reported on diseased pine trees in Elders Camp. There will be a work party in January or February to remove them and volunteers will be accepted.

Heather K. inquired about the plans for the use of the newly opened space in 'Not' Crafts Lot. Chris B. spoke of Path Planning designs for gradually increased use of the space. Maps can be viewed at www.oregoncountryfair.net by clicking on Path Planning. December Elder committee meeting will be held at the WOW Hall, 8th & Lincoln, 6-9 PM on Dec 18. This will be our annual Holiday event with potluck dessert selections and no business meeting. January Elders Committee meeting will be held on 1/23/14, 7PM at the Fair office.

Member Input

Bob Fennessy: I came here to thank the Board for renewing your membership with the WOW Hall. You are all invited to the membership party on Saturday night.

Paxton I did a video of the new path cut through and it is posted here:

<http://www.youtube.com/watch?v=ZWf3dvH81b4>

Kirk: Back to the work weekend, I wanted to generally thank all of the volunteers that came out and a cluster of wonderful characters from Construction crew.

Donations

Randy: Thank you came in from Beyond Toxics, St. Vincent de Paul, and Start Making A Reader Today. The item on the Consent calendar tonight is for Upstart Crow Studios. There are four items on the Consent calendar for January: Sexual Assault Support Services for \$1000, City Club of Eugene for \$450/\$360, Peace Village for \$1000 and UR Awesome for \$1000.

Grumpy: Can someone explain what Upstart Crow Studios is?

Bear: This is a 501c3 local theatre company that “brings the performing arts to all children regardless of the challenges they face. Some of our kids are autistic, some are at risk, foster kids or financially challenged. Some of our kids are everyday kids. We believe that putting all these kids together builds a community of tolerance and cooperation. The strengths and weaknesses in the group blend to create a sense of camaraderie and unity toward a common goal.” The money goes toward licensing the rights to perform Sweeney Todd.

Motion passed 10-0

Treasurer's report and budget items

Hilary: We are in the middle of budget season, working on the operating budget, with an all day session this Saturday. As norma said, our Capital projects will be due on January 31. There is a form that norma can send you if your crew needs to submit a Capital project.

Charlie: There are three budget line item adjustments. First is on property taxes; we incurred an increase of about \$1406.

Chewie moved and Lucy seconded to add \$1406 to the property tax line item. Motion passed 10-0. The next is an insurance line item. When we do insurance we do it in two different intervals, so we have to take a projected cost that is adjusted out by the end of the year. The cost went up particularly in our volunteer injury policy. The company that carries this changed the way that they looked at this policy and it cost us an extra \$3900.

Jon: Who is our carrier?

Charlie: There are multiple carriers, but our broker is called JD Fulwiler who put together a package with 13 different policies. This policy is carried by a company called Chartis, which is AIG. This is the best policy giving us the ability to insure our volunteer fire fighters. The policies come up for renewal in April.

Chewie: I will abstain on this motion as I will not vote to give money to AIG.

Paxton moved and Kirk seconded to increase the insurance line item. Motion passed 9-1 Chewie abstained

Charlie: The last adjustment is on the OM showers and toilets line item. This was for the shower in Crafts Lot and we had additional grey water to deal with. The adjustment is for \$7320.

Lucy moved and Kirk seconded to add \$7320 to the OM showers and toilet line item. Motion passed 10-0

Indigo moved and Chewie seconded to confirm minutes from the November 4th Board of Directors meeting. Motion passed 10-0

Jack moved and Indigo seconded the board approve the resignation and severance agreement for the site manager Steve Wisnovsky

norma: Thank you, Steve

Tony: I also want to thank Steve for his tenure and his leadership

Jon P: Steve brought us a long way and we really appreciate it.

Kirk: Thanks, Steve

Paxton: I really appreciate his service over the years.

Motion passes 10-0

Sue moved and Paxton seconded that the OCF board of directors adopt the Barter Fair Task Force recommendations as presented in the document 'Recommendations for an OCF Barter Fair.

The Barter Fair Task Force recommends that the BFMM be placed in a suitable on-site location. This location should help folks move out of the "8" and towards their vehicles, should not hinder traffic flow, should not be used for camping, should have services in place or nearby and be accessible for emergency response.

Unanimously approved on November 25, 2013.

The Barter Fair recommends that the OCF Board of Directors appoint two coordinators and two BFTF liaisons to work together with existing OCF crews to manage the Barter Fair Monday Market.

Motion unanimously passed on November 25, 2013.

Member Input:

Hilary: Under the vending spaces offered, strolling, 5x5 and 10x10, I would encourage you to include how many of each type are going to be available. I think it is reasonable for planning to have the Fair dedicate a certain amount of space and decide how many booth spaces will be available. I think a 5x5 is really small, especially if someone is bringing stuff in with a cart – a 5x10 might be more realistic. I

assume that under the guidelines it will explain what a big box mass produced item will be. What falls through the cracks is a vendor who goes to Bali and gets their own design sewn up, brings them back and sells them at the Barter Fair. Also, it is not clear who is going to do the registration – is it these two coordinators? I think the document underestimates the amount of staffing required to pull this off. I also read the recommendation from the BUMs that asked them to wait a year and being on the CLOG, I understand how much work we have ahead of us. I hope people will consider this as a good option.

Grumpy: What is ethically hand gathered item?

Sue: This was in regard to feedback that we got from members who have relationships with people across the planet. This is an attempt to answer their concerns to be part of the Barter Fair, to sell what they've gotten brought back with them from the families they know. This is as opposed to buying items from the internet or a factory.

Grumpy: So if I went to Guatemala and I bought ten thousand pairs of shorts, is that an ethically hand gathered item? What's a raw material?

Sue: Fabric, stone

Kirk: The concern in conversation was if there are limitations on imports, if things are hand made but use some imported items like gem stones.

Grumpy: Would a tapestry from somewhere be raw material?

Jack: A tapestry would be the ethical construct of hand gathered.

Grumpy: Management thought there should be another pause. Why do you not have that management is going to help you do this? The recommendations say nothing about management. How do you think management is going to be integrated into this?

Jack: The coordinators and the crew are how management will be integrated into this. If you ask for crew status it is implied.

Grumpy: I guess my other question is, are you asking for crew status?

Sue: We are asking for two coordinators appointed by the board. And those of us on the BFTF are looking for volunteers to do this.

Grumpy: A crew must go through the budget process and there is the potential for food vouchers. So we need to clarify if it is going to be a crew.

Martha: This recommendation took a lot of work and the people on the task force should be congratulated. In terms of some of Hilary and Grumpy's concerns the definitions of junk or treasures are still difficult. But from what I understand this is what the coordinators are going to do. I was surprised that there was not a budget – is the expectation that what is paid in registration will fund the cost? I am also surprised at the 'suitable onsite location.' Where would this be that meets all the criteria?

Charlie: I thought the BFTF was bringing the report to the meeting, see the motion tonight and then actually vote in January.

Lucy: We proceeded in this manner so that we would know if we need to work the Barter Fair into the Guidelines discussion. By having the motion voted on tonight, we know whether or not we need to add guidelines for the Barter Fair.

norma: Is there a budget and where would the expenses come from before you collect any money? Also on the guidelines, will they go in the Guidelines handbook?

Lucy: Yes, they will go in the Guidelines handbook, thus why we want to bring the motion tonight.

norma: How would you distribute them?

Lucy: The same way anyone gets the Guidelines.

Mouseman: I applaud the work that has gone into this and I'm glad it is coming together. My reservation is what qualifies as hand/ethically gathered materials.

Jen-Lin: There are different types of coordinators, for instance on Feedback, I am a crew of one.

Jon P: We are talking about a temporary five-hour event, not something that needs a full blown crew. The BFTF vetted many of the questions being asked tonight, like the site not being specified, although we have identified three sites – but this will be up to operations. There was an extensive discussion about the budget and revenues – but again before going into detail we wanted to know we were going ahead. A lot of the answers are in the BFTF minutes.

Tony: I was under assumption they were bringing a report, not an operational motion. I appreciate the extensive work that has been done and there is a deadline that has been identified that the BFTF is going to adhere to. This recommendation contradicts the BUM report that asked for a pause in the Barter Fair in

2014. I would sincerely hope in 2014 we can get the Crafts Lot area open before bringing back the Barter Fair. The location alone is an issue, but with our assistance we can set boundaries operationally and for the crews.

Amanda: I have worked for two years to keep the Barter Fair going. We've worked with operations, management, the board and the Fair family. The Fair family wants a Barter Fair and it is going to happen. In the past, removal of the Barter Fair was tried and it came back. It is in the Fair's best interest to move forward with direction and least impact. We want to connect with each other and barter our wares when the Fair is over. We have a process that we are ready to implement but we wanted to take the feedback and work together as a family. By having coordinators to lead the way, this will take a lot of pressure off management and operations. We understand everyone is tired on Monday, but there are a lot of people that want closure for the Fair. Our hope and intention is to ultimately have a crew to run it and fine tune it. We have put a placeholder in for budget based on the fees gathered in 2012. We have discussed how many booths would be appropriate, as well as the registration format. There are enough of us to put in the time and energy to make it happen.

Board input:

Jack: I understand that enough work went into this recommendation that you want a board motion or board approval to move forward. Could you clearly state the motion?

Sue: The motion is for the board to adopt the Barter Fair Task Force recommendations as presented.

Jack: This means there will be a Barter Fair and there will be more motions yet to pass?

Sue: There are guidelines to come.

Jack: I feel that it has to be acknowledged that the coordinators have to work with the Backup Management team on the ground in order to have this event. I'm thinking about a friendly amendment so that we can satisfy all parties and I feel good about voting for the motion.

Lucy: So – 'working in concert with the management team'?

Jack: That would certainly satisfy me.

Diane: Thank you to the BFTF for your amazing work to find common ground between all the members. In order to do this you do not need a crew. For example, the Elders register around 500 people and they don't have a crew. I'd like to see it and it is something that people across the Fair participate in.

Jon S: This is a better set of recommendations than I expected, so I am pleasantly pleased. For the pedestrian only event, I would like to make sure that you have some accommodation for the alter abled. I suggest adding the phrase 'with accommodation for alter abled participants. On the 'pre-register, pre-pay.' I think the first year you are going to have folks show up and want to participate, so this is an area to be worked on. I think limiting the spaces will address the big box manufactured import issue. A person driving in truckloads of stuff is not going to happen. This is better than getting into discussions about what is ethically gathered. I look forward to the guidelines due to how these definitions are going to manifest themselves. In terms of vendors having relationships with people in other countries, whether it is worker or village cooperatives – I'm supportive of that. As to the location, I'm not necessarily opposed to asking for a park designation for the additional space where the Barter Fair is located. This doesn't need to be figured out tonight. Our location this year is an open ended one. I'm unclear on the recommendation of two coordinators and two task force liaisons to manage the Barter Fair. Are you talking about four people managing the market? So, you are seeing the Task Force having a life beyond tonight?

Lucy: Yes

Jon S: How long a life?

Lucy: Depends on what happens this evening.

Jon S: If we are to have a task force beyond a certain date, I think we should appoint a committee. My suggestion would be to continue the Task Force through September, then move to a committee. Could I get a friendly amendment with a sunset date of the Task Force?

Paxton: I would just as soon not.

Jon S: I understand management's concerns, but I don't want to say we'll take another year off, and then have the Community Center project come along and we again say we've got too much on our plate and move it off again. We made a promise to folks that we'd take a year off and deal with it and come up with something. This is not just for developing Crafts Lot; I see this as a whole and we need to deal with all the parts. Obviously management will need to be involved in how this happens, but it is a policy decision

that we are going to have a Barter Fair and it is management's job to implement policy. I will vote for this motion.

Paxton: I urge people to read the mission statement on the recommendation document. To answer Jon's concern, when reading the initial enabling motion, this will end the Task Force and we'd need a new motion to form some other group or committee. I don't view this as a crew, but if it works out I expect it will grow into a crew. This is one of the first steps in management of the Barter Fair. A similar proposal was made in 1989, and was ignored. As a result a lot of these things have just festered and not been dealt with. This is a way to deal with it. Location was not mentioned because we felt we needed to work with management.

We have three location recommendations we've talked about. There is a meeting scheduled to talk about guidelines already. As to ethically hand gathered, if I buy from an artist in Mexico it is ethically hand gathered. You are buying a dozen or a handful that you know the Fair family will be interested in. We have a head start on the definitions for the guidelines. It is a work in progress. We can pull it off this year with the simpler process we are proposing.

LT: Well done, Task Force.

Kirk: Thanks to all of the Task Force! You've done a nice job. Location, fees and how dedicated people operate the Barter Fair are all questions I've asked as well. I heard the Task Force felt they shouldn't be as detailed on those things because this was the next step and involved management. The same with the fair/ethical trade inventory – it's a tricky conversation but at some point you put together your best sense of guidelines. I do also want to acknowledge the operations and management challenges and recognize 2014 is going to be nuts, but I am hopeful that the people that have been working on this will shoulder this burden.

Lucy: Thanks to all that served on Task Force, especially Colleen Bauman, who came into a challenging position and brought solid sensibility and clarity and helped us find our way through what appeared to be insurmountable disagreements. I echo sentiments that they are framed in this way because we wanted to bring them to the board as policy decisions, we didn't want to step into operation decisions. I did not feel it was the Task Force's place to make decisions about location, the specifics of costs, and registration. It was personally difficult to receive management's recommendation to have another pause. It was also extremely difficult as to the timing of when we received the written report from management, when the Task Force was in the final stages of our recommendation. I can understand and appreciate why the management wants to press pause again. My reason to be on the Task Force and press forward is that I'm well acquainted with the qualities that exist of our going our own way. I'm concerned that if this doesn't pass the wild mushrooms will sprout and they will be even more difficult to manage. We need to create a framework and a container for the Barter Fair and not continue to let it run wild. It will not go away.

Sue: Last year when we pressed pause there were a lot of upset people. When I explained to people that there was a Task Force and our goal was to create a workable, respectful Barter Fair and it would be really nice if they did not do anything renegade – a lot of them took a thoughtful pause and said ok. This is the reason I've worked so hard on the Task Force. It was astounding to see how the group came together with Colleen's help and thanks to Bill Ganser for teaching me the value of GoToMeeting. Some of our Task Force members were far flung and they were still able to participate.

Bear: As folks know, I specifically ran on a platform of not bringing back the Barter Fair. Nonetheless I thought this report was thoughtful and came with a lot of heart and good intention. My original concerns are still there. The Barter Fair is ill timed for Fair operations that are only growing more complex. I am concerned about the Barter Fair impact on Craft Lot planning, which is perhaps the best and most important thing for the Fair to do in the next decade – to work rapidly to implement expansion of the Fair before we lose anything else to erosion and because we need space for new energy and new ideas. I think things like the dance pavilion, the forty-odd new craft booths, being able to re-orient some of our infrastructural services in the new positions, having new public entrances – so many operational things that are actually for our three-day event are more important and a better use for our resources, which are malleable and not as limited as some say. I think we did great without a Barter Fair in 2013 and I don't like to speak on behalf of the Fair Family or what the Fair Family thinks or believes, without scientifically valid public opinion surveys. There are ways to do this by statistically sampling the Fair membership, but

otherwise everyone is just arguing their position in the guise of the vox populi and I don't like that. I'm voting no.

Casey: The recommendations represent a lot of work and I appreciate it. There is a great deal of these recommendations that do cater to the problems that we've had with the Barter Fair. Let's get our emotions out of it and see it for what it is – a document that we move forward with. I see it as having a number of holes. How is this possible without a crew? Who do the coordinators coordinate? How do you regulate the ethically/hand gathered goods? What is the result of non-compliance? If this were revised with operations' input, I don't see why it could not come back in a month's time and be more comprehensive and a motion everyone is on board with. Now it seems we've changed the actual motion to be a debate on whether or not we're having a Barter Fair in 2014 and that is not what is actually going on right now.

Chewie: When I received the BFTF recommendations I started calling people on the Task Force. The motion is the confusing point. It is a great place to start. It is a work in progress and if we were to friendly amend it and take it as a recommendation towards a 2014 Barter Fair, I would have a lot easier time. I understand the amount of work on operations and all of the crews for this Fair without the Barter Fair. Because of all the things that are not in this recommendation, I am going to walk out of the room and let Diane vote. I will not block what the Barter Fair Task Force has done, but it's lack of specificity that I am opposed to.

Indigo: I understand the concerns for pressing pause for another year and the wild mushroom analogy, but I also believe that if we as a board say clearly we will have a Barter Fair in 2015, regardless of Community Center it would give us the year to get our frame and structure in place. I support the Barter Fair, I made the original motion to change all this. My intention was not to kill it, I like it; I shop there. I am also really clear on what we have on our plate this year and it is immense. I believe our family can rally to anything. If we make this decision and we pass this and say Barter Fair folk and operations 'make it so' we will make it so. I am torn because I think it is the wrong time to make a new thing happen, given the permitting things we have and the need to flesh out a lot of this to have a really solid workable plan. But if it were for 2015, I would say yes, absolutely. I have a process question around conflict of interest – are there any of us that get financial gains from the Barter Fair?

Jon: My partner participates in the Barter Fair, but we keep money separate.

Jack: We should call this the Barter Fair, not a Monday Market because the latter would go against our three-day use permit.

Paxton: I agree and accept that as a friendly amendment.

Randy: Can we restate the motion as it currently stands?

Sue: I move the Oregon Country Fair Board of Directors adopt the Barter Fair Task Force recommendations as presented with the following additions to the document;

This event is to be called the Barter Fair.

The Barter Fair Task Force recommends that the OCF Board of Directors appoint two coordinators and two BFTF liaisons to work together with existing OCF crews **and management** to manage the Barter Fair.

The Barter Fair will make specific accommodations for the alter abled participants and vendors.

Jon: I see this as being an inter-crew crew, whereby you have people from site, pre-post, traffic, all assigned to work with coordinators. Once the location and number of spaces are set and crew hours sorted, then you make an accommodation for the individual crews. I see no problem amending the budget come March or April to include these considerations once we have an idea of size and location.

Indigo: I'd like to offer a friendly amendment to change this to having a Barter Fair in 2015.

Paxton: Not allowed, but thanks for asking.

Motion passed: 8-2 Bear and Indigo opposed

Jack moved and LT seconded that Jeff Johnson, Steve Wisnovsky, Andy Strickland, Tony Clementi, Robin Bernardi, Norma Sax, Charlie Ruff all get \$500 net holiday gift from the Oregon Country Fair.

Motion passed: 9-1 Jon abstained

Chewie moved and Sue seconded to appoint Laura Strobel as the co-coordinator of the Solar Stages.

Motion passed: 10-0

Jen-Lin: I want to thank the board for the donation to the Youth Empowerment Symposium (YES 2013.) It was held in November and was very successful. As a first time event we learned a lot and will be planning for YES 2014. As I watched all the kids come in the creativity and sharing was very special. With other disparate groups coming through the Hilton many stopped to say how impressed they were with the launch of the YES.

Martha: The Conflict Resolution Workshop was fun, and useful! Thanks to Kat and all who attended. The weekend of **March 22-23** is the next OCF Conflict Response Skill-Building Retreat on site for spring 2014.

President's Peace

Jack: I know what the board has put forth in the last year on our employees is an immense load and what we did tonight was not extremely helpful. There is a trust and it's a two way street. It is not just to come and have a good time. The trust is we look forward and gift forward this very wonderful thing. The board, employees, management team and membership play the biggest part. We can do this. We've gotten this far on trust and relying and being honest. For me, I'm going to do all I can to support the people in any way because it is going to be a trying year. If we do our best, this is going to be a turning point. I'm also going to throw in the upland kitchen/Community Center – it has to be embraced with the same trust and the same love that the Barter Fair and our event is – it is our commitment to the year round heart of this organization. When we make the actual commitment that we can do this – it will be creative and wonderful –we have to think that. Thank you.

Tentative Agenda for January 6th:

Marriage Equality ballot initiative (Jon S)
Appoint Amanda Bishop as co-coordinator of Crew services (Paxton)
Appoint Kori Anderson as coordinator for Child Care (Indigo)
Appoint Craft inventory co-coordinator Jim Jarvis (Chewie)
Motion to support progress on the CLOG work update and forward motion (Kirk)
OJ Documentary (Paxton)
Approve revised Site Manager job description (Sue)
Guidelines Amendments (Bear)

Consent Calendar items:

Sexual Assault Support Services \$1000 (Chewie)
City Club of Eugene \$450 or \$360 (Bear)
Peace Village \$1000 (Lucy)
UR Awesome \$1000 (Lucy)

This is a working draft of an updated job description, the final version will be up for approval at the January BOD meeting. The PC requests that letters of interest to be on the hiring committee as we fill this position be sent to the BOD.

Oregon Country Fair Site & Facilities Manager

Job Description

Revised Draft November 2013

POSITION PURPOSE

The Site and Facilities Manager (SFM) is responsible for the successful management of the properties and facilities owned by the Oregon Country Fair (OCF) in Veneta, Oregon. This includes prudent management of the assigned financial resources and, related equipment, overseeing site security and activities, and site safety. The position supervises the Caretaker & Groundskeeper as well as permanent and temporary employees, individual volunteers, contractors and crews as directed by the General Manager and Operations Manager or as necessary to accomplish tasks and assist coordinated crews' on-site projects. The SFM monitors all off-season activities on the properties and helps plan for the future needs of the properties. Specific responsibilities will vary based on specific job requirements.

JOB LOCATION AND WORKING CONDITIONS

To facilitate the performance of the SFM duties and for the OCF's convenience, the SFM will be provided office space at the OCF site. The SFM is required to live on-site during Main Camp (a period no less than 45 days prior to the three-day primary event of the organization) and through the budgeted duration of Post-Fair Main Camp. The SFM will have a regular schedule that involves working weekends throughout the year.

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 like tractors, trucks, and lawn mowers, and to walk, stand, and sit for long periods of time is essential. The use of communication equipment including two-way radios and other communication equipment deemed suitable or necessary is also required.

This is an exempt, supervisory position with responsibilities that may arise outside of normal business hours due to fair grounds or facilities usage needs or emergencies.

SCOPE OF AUTHORITY

The SFM will be supervised by the Operations Manager and will confer with the Operations Manager at least once a week. The SFM will coordinate, supervise, and evaluate the Caretaker and Grounds Keeper and any temporary employees, as directed by the General Manager & Operations Manager or as necessary.

The SFM directs the planning and organization of all site-related activities including (but not limited to) those of the Caretaker, Groundskeeper, Site Crew, Tree Crew, Green Thumb and

VegManECs, delegating when and where needed. The SFM, however, has final decision-making authority. During Main Camp, the SFM will continue to function in a management role and will attend all appropriate meetings. The SFM has the authority (within budget constraints) to hire and terminate temporary employees and contractors as needed.

The SFM has the authority (when policy does not exist) to make site-related operational decisions after consultation with affected parties and the General Manager and Operations Manager.

The SFM has the authority to make prudent decisions on expenditure of approved budgets, and may make necessary deviations from approved budgets to meet crisis situations as needed. The SFM shall notify the General Manager of any crisis situation and may request authority from the General Manager to spend above the budgeted amount. The SFM may request approval from the Operations Manager for the authority to spend up to \$500.00 above a budgeted amount in a non-emergency situation.

ESSENTIAL JOB FUNCTIONS, YEAR-ROUND DUTIES AND RESPONSIBILITIES

The SFM is responsible for the year-round stewardship of the land.

The SFM directs and coordinates the use of the site and facilities by Fair personnel, members, groups, and organizations within the community including set-ups, teardowns, clean up, and staff scheduling.

The SFM will physically assist as necessary with the duties of running the site including the duties of those he/she supervises and the events and programs that are scheduled.

The SFM supervises the Fair's care-taking, maintenance, grounds and cleaning staff. These duties include coordination of staff's professional growth, accountability, scheduling and teamwork.

The SFM maintains lines of communication with coordinators and standing committees that make decisions affecting the use of the land and will attend BOD, LUMP Committee, and other meetings as directed by the General Manager and Operations Manager.

The SFM establishes a positive work environment supporting a team structure. The SFM solicits employee ideas, and create an open and collaborative atmosphere.

The SFM maintains an updated site task log that tracks who is assigned to the task, start & completion dates, and any notes on the outcome.

The SFM attends a minimum of two trainings annually. One training will focus on personnel, payroll, legal, or supervisory issues. The other training will focus on management style, motivation skills, or organizational effectiveness.

Safety

The SFM supervises and is responsible for the safety of, and the safe operations on the Site.

The SFM facilitates safety inspections and take reasonable and prudent actions to eliminate identified hazards in an appropriate and timely manner.

The SFM ensures that employees and volunteers receive appropriate safety training and equipment, and foster a workplace safety culture.

The SFM advises senior management on site workplace safety, ensuring that the organization remains in compliance with OSHA regulations. The SFM conducts regular safety meetings as required by OSHA.

Facilities/Equipment/Infrastructure

The SFM assesses and schedules the timely maintenance and repair needs of OCF properties including (but not limited to) structures (Yurt, Ware House, etc.), equipment (tools, trucks, tractors, etc.), infrastructure (grass, paths, roads, bridges, fields, fences, etc.), and landscape.

The SFM develops plans for 24-7 coverage relating to site and facility use, custodial, grounds, maintenance, safety, security, and emergencies.

The SFM solicits and analyze proposals from contractors and sub-contractors.

The SFM estimates the time and materials costs of proposed projects for the purpose of informing budgeting, planning and accountability of actual project costs.

The SFM periodically assesses the capacity and condition of utility and building systems, and maintains systems for their repairs and maintenance.

The SFM develops and keeps current a master schedule of all construction, renovation and repair projects.

The SFM Manages maintenance and repair backlog to an established level by using contractors to supplement the volunteer work force and minimize project turn around time.

The SFM Monitors contractor performance to ensure that the contractor meets all job requirements.

Financial

The SFM is responsible for developing and monitoring operating budgets and capital projects on a line-by-line basis.

The SFM performs cost analysis of contractor versus in-house on projects and decides when to utilize a vendor, and solicits multiple bids on projects when possible.

The SFM's duties shall be limited to the budget approved by the Board of Directors subject to the emergency financing set forth above. If the SFM's duties cannot be performed within budget or the emergency provisions, the SFM shall seek timely approval of additional funding to perform his or her duties.

Vehicles And Equipment

The SFM manages a fleet of vehicles and farm equipment. The SFM establishes policies for inspection, maintenance, and scheduling of repair of equipment via a comprehensive fleet maintenance plan.

The SFM directs and coordinates activities of volunteers engaged in servicing and repair of the organizations vehicles and equipment. The SFM contracts for repair services when in house abilities or time constraints exist. The SFM assigns and directs activities of service and repair personnel; and follows up on repairs being made.

The SFM consults with staff, coordinators, and volunteers on equipment repair and replacement needs on a regular basis.

The SFM maintains and updates vehicle, equipment and machinery records, including operating manuals, maintenance literature, materials information etc.

The SFM keeps DMV requirements current, such as registration, tags and plates, where applicable. The SFM consults with the General Manager and the Operations Manager on insurance requirements and coverages of all vehicles.

Other duties as assigned.

CRITICAL SKILLS AND ABILITIES

- Awareness of environmental concerns and issues, including basic land use management planning.
- (Demonstrated) Project management/facilitation with the ability to develop and initiate strategies for the full life cycle of projects
- Positively motivate, direct, and train *employees and volunteers*
- Communicate and interact collaboratively with employees, volunteers, and supervisors effectively and productively.
- Maintain a positive attitude and desire to assist site and facilities visitors, users, and volunteers.
- Strong *oral and written communication skills, including the use of technology.*
- Professionally and effectively interact/communicate with individuals, groups, and community members.
- *Experience with people from varied backgrounds.*
- *Strong interpersonal skills.*
- Ability to write reports, plans, and proposals when required.

- *Ability to maintain paper and electronic systems.*
- *Knowledge of basic math and budgeting skills.*
- Possess mechanical aptitude and general construction knowledge including architecture terminology.
- Knowledge of state and county building and land use management planning guidelines.
- Hands-on knowledge and experience in the safe operation of tools, machinery, and power equipment used in performing essential functions.
- Possess personnel and contractor management experience with the ability to judge quality of performance in all major technical trades.
- **(Demonstrated)** experience in at least one technical trade (carpentry, landscaping, mechanical, electrical, structural).
- Analyze, and interpret general business documents, invoices, forms, and governmental regulations.
- *Demonstrated proficiency with word processing, database, spreadsheet, accounting, (and presentation) software programs.*
- Ability to respond quickly and effectively in an emergency.
- Ability to prioritize and perform multiple tasks.
- *Must be physically capable of performing essential duties required, after reasonable accommodation of any disabilities.*
- Maintain current certification and ability to perform CPR and first aid (within 60 days of hire).
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Education and/or Training

Demonstrate an educational, training, or experience level in supervising grounds, construction, facility operations and/or maintenance staff. Related experience can entail construction, or facility management, and must be adequate to fulfill the essential job requirements.