

**Oregon Country Fair
Board of Directors Meeting
September 11, 2017
7 pm, Hub Yurt on OCF site**

Board members present: Diane Albino, Ann Bennett-Rogers, Chewie Burgess (alternate,) Casey Marks-Fife, Justin Honea, Lucy Kingsley, Jack Makarchek (president), Indigo Ronlov (vice president), Kenya Luvert, Jon Silvermoon, Sue Theolass; **Peach Gallery present:** Staff (Crystalyn, Shane, Stephanie, Shelly and Robin), Officers (Hilary, Lynda and Randy) and 36 members and guests.

Agenda Review

Martha: We normally stream the Board meetings, however this one is being recorded and we will be offering it to the members who want to view the proceedings. If you would like to view the stream or watch the proceedings, send an email to office@oregoncountryfair.org to be added to the mailing list. There is also a link on the oregoncountryfair.net site where you can sign up.

New Business

Spoken Word Story Slam (Casey)

Starting in 2019 the Oregon Country Fair public spaces, with the exception of designated areas in parking lots, will be tobacco-free from noon Thursday to 1 pm Monday. (Sue)

Announcements

Indigo: I would like for us all to take a moment because our planet is having a lot of issues. We've got the Northwest, Montana and Idaho with many forest fires, there are floods both here and in Asia and we are very fortunate to be able to be here. Whatever you want — a prayer, wish or a hope for a moment of silence to reflect.

Chewie: On the same note of reflection, I would like to remember those who are not with us from the plane crash that happened not that many years ago. They don't get to experience what we are going through today and wishing the best for all their family and friends.

Ann: One of our former members who passed away, dahinda meda, is mentioned in the magazine *American Archeology* for his work with the conservancy to preserve his property. Our goodness goes way beyond the Fair.

Joseph: It was hard to be here tonight, because on the 11th of every month there is an interfaith prayer service at the First Christian Church at 7 pm.

Jen-Lin: Michael Lennick, also known as Strider, passed away a couple of years ago in March. He is my daughter's father. On September 23, there was a celebration of life for him at Sam Bond's Brewing.

Sue: Yesterday at 11:34 am, Heather and Scott Norris' family grew by a factor of one, named Baby Boy Cosmos.

Amy: Ray Heslep passed away on Monday morning. He's been battling serious health problems.

DJ: To add to the passings, a longtime friend of the Fair, Jim Riggs, passed away. He was one of the first to get Ark Park rolling.

Chewie: I'd like to remind folks that the Sasquatch Brew Festival, a benefit for the Falconer Foundation, is happening on September 30. I have various volunteer opportunities.

Hilary: There is a memorial for Tim Simms on September 30, as well. There is a Facebook invite out if anybody is interested.

Heidi: There are 10 directors and two alternates on the Board. Each year, five directors and one alternate are elected to a two-year term at the annual membership meeting.

October 1 is the last day to request an absentee ballot for timely delivery. You may request one after this date if you can return it in time for the meeting. Ballots that arrive after the meeting are not counted. You may request a ballot by responding to elections@oregoncountryfair.org Please include your current address with your request.

Please be advised that OCF bylaws have changed and voting members must vote at least once every three years to remain on the voting member list. No one has been removed from the list for lack of participation (yet). Please vote!

October 21 will be the annual Oregon Country Fair Membership Meeting. Come vote at Whiteaker School, 21 North Grand St. in Eugene at 6:30 pm. Results are counted and announced after the meeting.

Election committee only sends a few emails around this time of year. Your information is never sold or shared.

You may send an email to elections@oregoncountryfair.org if you are no longer involved with the Fair and want to request removal from the voting membership list.

Shane: October 18 the Fair will host the Elmira Cross-Country Race.

Crystalyn: I went to a fundraiser for someone whose house was damaged and Whirled Pies was full of people participating in the fundraiser. It made me proud and honored to be part of this community.

Staff Reports

Crystalyn and Shane: Thank you all for attending tonight, it is really great to have us all together again on site as the season draws to an end.

We have been meeting with Hilary and Lynda weekly in preparation for this year's budget season. We have revised the budget handbook and forms to better explain the process and define terminology. We will be getting the information off to the coordinators shortly.

We have noticed over the last year that there are many individuals seeking answers to particular questions regarding the Fair, committees, process, projects, etc. on social media. Oftentimes the answers presented as fact are outdated or misinformed, leading to confusion, frustration, or anger, which leads to statements that inevitably hurt others. We encourage anyone seeking information to call or email us for information. We will do our best to be

transparent and give folks accurate information, or direct them to a source that details all the specifics of a project.

Last November, we began meeting with Randy, Stephanie and others to discuss The Scribe Tribe concept that had been talked about occasionally throughout the years. We met several times throughout the year to determine duties, expectations, commitment, and standards for minutes and content amongst ourselves. We then met with the few committed scribes to hear about their experiences being a scribe for Fair committees, and discussed how to further the project. It is our hope that accurate committee meeting information can be posted in a timely manner to help those seeking information or answers to questions. We have also asked that the scribes write an article for the FFN once a year to keep people updated with committee work, and will also submit a meeting synopsis to the Board Secretary monthly to be included in the minutes. We finalized the details last week with the workgroup and are proceeding with the pilot project. Please contact the Fair Office if you are interested or would like further details. We also would like to take this opportunity to remind folks that the candidate forum (was held) Sunday, September 17, at the LCC Longhouse. ... If you missed it, the forum was recorded and you can view it on the oregoncountryfair.net site.

Lastly the Annual Meeting and Board elections are scheduled for October 21 at Whittaker School. The last day to register to vote is September 21. We encourage everyone to participate. Thank you everyone and enjoy the last days of summer!

Shelly: Culture Jam was incredible despite the 108-degree temps. We had a fake fire with real s'mores. The kids were amazing. Kudos to Robin for your commitment to that. Teddy Bear Picnic was lots of fun. Thank you Stephanie for all your hard work. Beaver Open was another big success this year. Sarah George took over coordinating and did a fantastic job. We had a blast. Thank you to Cameron Clark for coming out and working with me often. The season is winding down and we've had a couple of lovely weddings. Gunner had his first week of first grade at Elmira Elementary. I'll be coaching the Elmira Peewee Soccer team this season.

Robin: Culture Jam 2017 was a huge success! If you can believe it, this was our 16th event. Our staff, leads, the awesome Kitchen Crew, site volunteers (including the Beaver Dam Builders), my co-workers — everyone put their love and hard work together to make complete magic happen for the youth participants, who walked away feeling like a million bucks with new friends who will last a lifetime. Highlights include: tons of Cuban salsa dancing, stilt walking workshops for the first time, youth and staff traveling from as far as Montreal, Barcelona and Kingston Jamaica, no cell phones(!), and a full-on heat wave lasting all week, hitting 108 degrees at its peak. One would think that 108-degree weather might've dampened spirits, but not at Culture Jam. We got through it with flying colors. In addition to multiple added water stations (and a beyond-awesome Kitchen Crew who made sure those were filled day in and day out), and a ramp up on reminders to drink water, we grabbed a few big buckets for ice water, went into town, and bought out a store of their \$1 bandanas. We put those super-icy bandanas on our brows and around our necks for days (laundered them by night), kept drinking water and kept salsa dancing. Jeff and Durwin hung misters in the trees for us, and since campfires were definitely a no-no, Shelly built the most fantastic fake fire at the fire pit for our bonfire night. To top it all, Julie our nurse, did not get even one complaint due to over-heating or dehydration all-week. Major kudos go to our Kitchen volunteers who worked over hot stoves in temperatures

ranging from the high-90s into the 100s every day. I was so impressed. Not only did they make it work, the Kitchen was constantly a place of joy and fun for the whole community of over 100 of us — and for me, such a huge support around keeping us hydrated. On top of it, the meals were spectacular. Thank you Elliot Glaser-Flynn and Eli Monroe for your steady, competent and joyful leadership.

Stephanie: I want to thank Tori and Durwin Hoskins for the flowers arrangements around the Hub Yurt for the September on site Board meeting. I hope you can sense the theme here of thanks for what we've accomplished in the last few months. I want to thank my co-workers for help in putting on the Teddy Bear Picnic, along with dozens of amazing volunteers and Board members that were amongst them. I've been helping Heidi with the elections. We had a huge Get Out The Vote (GOTV) team that signed up thousands of new members. One of the benefits of being a member is getting a subscription to the Fair Family News. We now have 500 new subscribers to the FFN, some via electronic media and some via postal mail. This will allow more people to get involved in the Fair by reading the Minutes of the Board meetings and understanding how the Fair works. This will also necessitate a budget increase for the FFN.

Committee Reports

Fiftieth Anniversary Task Force: The task force includes Jerry Joffe; Sallie,Edmunds, Leslie Scott, Sandra Bauer, Peter Mohn, Laurel Groeger, Cynthia Wooten, norma sax, Crystalyn Autuchovich and Kenya Luvert, norma reported.

In phase one that concluded July 31, the focus was familiarization with the upcoming event and outreach for Fiftieth Anniversary ideas, suggestions, events, programs, projects, and short-term and long-term undertakings. To achieve that goal, the task force members personally attended meetings and events to inform and ask for participation in the Fiftieth Anniversary celebration. This has been a thorough, comprehensive effort that has succeeded in creating lots of interest and excitement and generated hundreds of responses.

Phase two has started with sorting, assembling, categorizing, applying criteria and prioritization of task force initiated projects and those brought through phase one. The projects prioritized will require a much more detailed proposal with a budget and an implementation plan. We also know that we may end up with projects that are not visualized or anticipated now but appear and are perfect for our celebration.

There were numerous ideas and suggestions; some would be one-time experiences and some would be permanent fixtures for the Fair. Some of the ideas submitted included large entertainment presentations, art installations and construction projects. This is a very important benchmark. There is so much to acknowledge, appreciate and love.

Election Committee and Membership Secretary: Heidi said that the GOTV folks brought in about 2,500 membership forms, as Stephanie mentioned. Out of those, there are about 2,400 new members eligible to vote. Due to the increase in the mailings for the election, the Election Committee may go over budget, as well. We've had several work parties with Stephanie, GOTV and the Elections Committee. The Annual Meeting notice has been sent to the printer and it should be out about the same times as the first round of absentee ballots. All of the printed

material for the election is at the printer. The last day to turn in your membership form (was) September 21. The Annual Meeting is on October 21 and we'll need people to count ballots.

Jon: Are there any advisory ballot measures?

Heidi: Yes, there is one that is very specific and is on fireworks.

Paxton: Do we have a total membership count?

Heidi: I have some approximate numbers. The address list I sent to the printer is about 7,300 Annual Meeting notices to go out, which does not include the other thousand that are on the absentee ballot list. We have some education we need to do with the new members, that we are a nonprofit and what they are voting on.

Crystalyn: When is the last day to request an absentee ballot?

Heidi: We would like to have all requests by October 1. We will send absentee ballots later if the member can get it back to us.

Jen-Lin: Ballots are only at the elections@oregoncountryfair.org and not available at the Fair Office.

Indigo: Please, if you get an absentee ballot, return it. If you are not going to return it, do not ask for an absentee ballot.

Community Center Committee: Jon reported that the committee held a workshop with Pivot who, as a result of the workshop, will be presenting a range of cost estimates for the types of the buildings to be built. This information will be targeted for the Board retreat and will be available to the Fair Family sometime after the election. This will inform the next step of the process, which is the range of possible costs and the scale of the building to be built.

Personnel Committee: Jon said the Personnel Committee is moving through staff evaluations and working to get the PPPM through the review process. The committee continues to work with the Board on the staffing needs in relationship to the management of the Fair.

Path Planning: Justin announced a Path Planning meeting on September 17 at Alice's.

Food Booth Committee: Sue said she and a member of the food team went around to each and every booth, photographing, to assure compliance of getting all booth personal property off site by August 31. We've been doing this for a couple of years to make sure that it does not fall to Site Crew to clean up after those in non-compliance.

Radio Station: Dean talked about the KOCF organizational structure. He and Wally Bowen have been taking care of the stations programming since it first got started a little over two years ago. Little by little this job has been growing in scope and hours needed to accomplish everything. It was beginning to weigh on both of them. As of a couple of weeks ago, they made some changes. KOCF has a new Program Director, Andy Goldfinger, host of Music Gumbo. Andy has been in and around the radio business for 20-plus years. His vast experience is going to be an incredible asset for the station. Also added to our programming team is Randy Painter, host of Radio Archive. He's our new Operations Director (stations automation system operator). Randy has been running operation for Lane TV (an automated television station) for the last 15 years. And Wally Bowen, host of What a Long Strange Trip It's Been and The KOCF Music Hour is going to continue on as our Music Director. Wally's steadfast diligence has kept KOCF running smoothly these last couple of years. Thank you Wally! Dividing this work into three positions will allow the station to become more sophisticated in its music schedule and programming line up. It will also allow us to add a more purposeful promotion schedule. We

hope to begin internal promotions of all our programming, allowing our listeners to make more informed decisions on what they listen to and when they listen. Andy will be chairing the Programming Group (KOCF Producers, programming team and contributors) meetings. As a reminder, we also have a Development Group that raises monies, promotes the station and helps with underwriting and station supporter drives. This group meets one or two times a month depending on how busy we are and the complexity of our fundraisers. This last weekend we sold Kettle Corn and T-shirts at the Fern Ridge Harvest Festival. We raised \$340.75. With \$600 in expenditures on a payment to SoundExchange for streaming rights, \$185 to ASCAP for broadcasting rights, and \$500 for our liability insurance for the Fire Station coverage, including the \$200 from the Fair, we are a little behind in income vs. outgo. We are selling Kettle Corn at the Restore on Saturday, September 30, and possibly we may have some presents at the Oregon Country Fair Cross-Country invitational. Those should help our numbers for this quarter but we'll still be a bit in negative cash flow. Falcon Radio is back on the air. The students started broadcasting September 11 at 1:30 pm. The Radio Club was changed into a class. In these times of limited budgets, adding this class speaks volumes about Elmira High School Principal Gary Carpenter's commitment to his students, their education and the radio station. Please reach out to Gary and thank him. We are working with the students to play the genre that is normally running at that daytime slot. We believe it will add to the students' breadth in music and challenge them to do a more professional sound. We are also working to find play-by-play and color announcers for the Falcon Football games. If found, we will schedule the games in advance. Last year, games were scheduled more on an ad hoc basis. We hope to sell an underwriting package around the games. These changes with Falcon Radio are all due in part to an MOU, between the station and the high school, guided by the incredible work of volunteer Marshall Peter, host of "Jumpin in and out of the Blues." Marshall chairs the KOCF Community Advisory Group and recently retired from an illustrious career as the CEO of Direction Service, a nonprofit organization with several programs that support families of people with disabilities and special needs. He's been working with me on strengthening our structure. He's also an outstanding grants person.

Member Input

Joseph: Thanks go to Stephanie for getting someone to help with grilling all the veggies at the Teddy Bear Picnic. The Vision Action Committee continues to work to track all the actions of the organization to assure it meets the stated goals. I would like to get off the VAC, but there are no volunteers stepping up.

Chewie: I'd like to single out Heather for putting out the word on the fire watch for the Fair.

Jim: I'd like to give special thanks to Heidi for her ongoing work on the election.

Donations/Secretary Report

Randy: Donation requests this month come from:

SMART \$1,500 (Lucy)

Willamette Riverkeeper \$1,000 (Chewie)

Wordcrafters \$1,000 (Ann)

McKenzie Watershed Council \$1,000 (Diane)

Kari: Since 1992, SMART has been pairing caring adult volunteers with children to provide reading support and books to take home and keep. SMART volunteers read one-on-one with students weekly during the school year, modeling a love of reading and building children's reading skills and self-confidence in a positive, child-guided environment. This funding will directly benefit the 94 children served by SMART in the Veneta and Elmira schools.

Justin: Willamette Riverkeeper's sole mission is to protect and restore the Willamette River. We believe that a river with good water quality and abundant natural habitat, safe for fishing and swimming is a basic public right. The Willamette River belongs to all of us, and should be protected as such. This project focuses on improving habitat and protecting native mussels on Norwood Island.

Robin on behalf of Wordcrafters: Wordcrafters provides writers and readers opportunities to strengthen their craft, deepen their connection with literature, and share their knowledge with each other and with future generations. The donation will help fund Writers In the Schools (WITS) and will provide seed funding to initiate a WITS mentorship program to help soon-to-be graduated students in the program's first year.

Justin: The mission of the McKenzie Watershed Council is to foster better stewardship of the McKenzie River watershed resources, deal with issues in advance of resource degradation, and ensure sustainable watershed health, function, and use. The McKenzie Watershed Council was formed in 1993 to help address watershed management issues in the McKenzie River watershed, as well as provide a framework for voluntary coordination and cooperation among key interests in the development and implementation of a watershed action plan. This donation will help funding for an education coordinator responsible for teacher outreach, scheduling of trips, volunteer recruitment and the steering committee.

Motion passed: 10-0.

Donation requests for next month include:

Housing Our Veterans \$1,500

Oregon Supported Living Program (OSLP) \$1,000

Power on With Limb Loss \$1,000

Treasurers' Report/Budget Items

Lynda: We're gearing up for the budget-planning season. Our first meeting (was) the Financial Planning Committee meeting held at the Springfield Creamery on Sept 20. Hilary sent out the electronic packet to committee members and we'll have some hard copies available as well. I'll let Hilary give details about the agenda.

In preparation for the crew budget cycle, Stephanie, Shane, Crystalyn, Hilary and I are revamping the budget handbook and updating the budget request form, focusing on clearing up inconsistencies and streamlining processes. As an example, one idea we are looking at is the impact of consolidating the VIP day passes and the Peach passes into one pass that would be

good for any day. We are also considering removing teens and youth wristbands from the budget process. Right now we allocate a set number of passes based on crew size. However, we do not come close to selling all those passes and it over-inflates our total number of budgeted wristbands. This would allow people to buy the passes they need for their teens and youth without skewing the budget numbers.

Another area we are focusing on this year is trying to have a true, two-year budget cycle. We will be asking coordinators to plan for and request budgets for both 2018 and 2019. The goal is to provide more stability and consistency while reducing the time spent going through every single crew budget. This would allow the Budget Committee to spend more time on other important budget topics like policies and creating more consistency across crews as well as booths.

We plan to get the budget handbook and forms out to coordinators within the next week or two.

Finally, in our ongoing effort to be as transparent and communicative as possible about the budgeting process, we will be posting the budget handbook on the oregoncountryfair.net site. The Budget Committee will hold our first meeting on October 11.

September 30 is the last day for coordinators to submit expenses for re-imbursements.

Hilary: The financial planning/budget meeting coming up this week will make recommendations on the revenue projections that are essentially setting prices. We've raised admissions for the last couple of years. We are having discussion on booth prices to scale with their size, longer hours, and complicated menus. We'll discuss if we can scale the fee itself. Another recommendation coming from Lynda, Crystalyn, and myself is to put an additional portion of the endowment with the Oregon Community Foundation. Also, there are big projects coming up and we are going to the committee recommending large designations on cash. The projections in the past few years did not account for fewer staff members, which has provided some reserves. This will allow committing some of the savings to larger long-term projects like the community center, moving the office, the deferred revenue fund and the road on the Far Side. Some of projections might be covered at the Board retreat that happens after the election. On October 12, we'll be offering orientation and background to the Board candidates on what the Financial Planning Committee does.

Jon: Is the income what you thought?

Hilary: Yes it is.

Old Business

**Sue moved and Lucy seconded to approve the minutes from the July Board meeting.
Motion passed: 9-0-1; Lucy abstained.**

**Sue moved and Lucy seconded to approve the minutes from August Board meeting.
Motion passed: 9-0-1; Justin abstained.**

Appoint Office Location Task Force. (Jon)

Jon: I had hoped to make a motion appointing the task force, but we've only had three applicants. I will move to table this agenda item for next meeting and put another callout for those expressing interest in serving on that task force.

Original motion: **Jon moved and Sue seconded that the Board create a task force to assess the adequacy of our current office to meet our in-town office needs, evaluate options including but not limited to renovation of our current office and location, and make actionable recommendations to the Board of Directors by the Board's annual retreat. Interested persons are invited to submit letters of interest to the Board.**

President's Peace

Jack: A lot of thanks go to the volunteers who put on a successful Fair. Now, we have to deal with the rest of the year and are asking volunteers to be a part of the year-round organization to keep us relevant. The donation process is part of it, our participation in the election and committee work is part of it, and the work at the coordinator and the food and crafts booth levels is part of it. All of this is how we stay relevant. We project it out into the community. I want to say thank you to everybody who keeps us growing and having a successful Fair.

Draft Agenda for October

Old Business:

Spoken Word Story Slam (Casey)

Starting in 2019 the Oregon Country Fair public spaces, with the exception of designated areas in parking lots, will be tobacco-free from noon Thursday to 1 pm Monday. (Sue)

Consent Calendar:

Oregon Supported Living Program (OSLP) \$1,000

Housing Our Veterans \$1,500

Power on With Limb Loss \$1,000