

## Coordinator Meeting Notes 4/16/2023

### Introductions

It was a very well attended meeting of about 50 coordinators. Each person introduced themselves and said what crew they are on.

### Announcements

- Mark said it was a very real possibility there will be no LTD buses going to the Fair.
  - BUMs are helping lean on LTD by using their various contacts
  - First Student will still be providing worker shuttles
  - Stay tuned for more info
- The budget for 2023 is very tight
  - Honeybuckets contract TRIPLED in cost this year
  - \$5 increase in public ticket costs will help offset Honeybuckets contract.
  - Please use supply & services budget wisely.
- Four Winds database
  - A quarter of the Coordinators still have yet to log in.
  - Please change your password (if still using temporary password).
  - Training video is available online.
  - Questions? Email [helpdesk@oregoncountryfair.org](mailto:helpdesk@oregoncountryfair.org)
- Lower Reefer
  - Lower Reefer dock is moving this year. Will be positioned in the middle of the field.
  - 95% sure this isn't going to change...
- Contact Sheet
  - Updated with BUM and staff liaisons
- 4<sup>th</sup> of July
  - No festivities, including NO FIREWORKS
  - Site will be closed except to working crews.
  - Festivities MIGHT resume in 2024.
- Concrete slab at Winery
  - We will begin pouring soon.
- Tickets and population
  - Cap of 15,000 tickets sold per day
  - Working on reaching a sustainable population that does not overtax our resources.

### Reimbursements

Norma talked about the proper procedure for turning in receipts for reimbursements:

- Mileage is reimbursed at .35 per mile and is allotted from each crew's Coordinator Expense budget. Go to <https://oregoncountryfair.net/wp-content/uploads/2022/07/coordinator-mileage-reimbursement-form-2022-2.pdf> to find the form for mileage reimbursement.
- The form for reimbursement for supplies and services is at [https://oregoncountryfair.net/wp-content/uploads/2022/07/ocf22\\_reimbursement\\_form.pdf](https://oregoncountryfair.net/wp-content/uploads/2022/07/ocf22_reimbursement_form.pdf)
- Please submit expense and mileage reimbursement forms with receipts to norma at [norma@oregoncountryfair.org](mailto:norma@oregoncountryfair.org) or in person or by snail mail. Please allow a week for receipt of check. Please submit receipts that show items purchased, not just the credit card receipt.
- Remember that goodies for crew members, including crew logo shirt printing, is charged to the Coordinator Expense line item.
- Norma will send budget and transaction reports to crews on the first of the month if they have spent anything from their budgets the previous month. If a coordinator needs a report at a different time, please ask norma.
- Coordinators, please be sure to familiarize yourself with the Budget Handbook, which can be found at [https://oregoncountryfair.net/wp-content/uploads/2022/09/2023\\_Budget\\_Handbook.pdf](https://oregoncountryfair.net/wp-content/uploads/2022/09/2023_Budget_Handbook.pdf).
- Norma is not authorized to reimburse for expenses that go over budget. If a coordinator is nearing their total budget and still has needed supplies, please contact your staff liaison.
- If you are unable to foot the cost of something, please speak to an OCF credit card holder (Kirsten, Mark, Alexis, Sierra, Vanessa).

### **Parking Plan**

- We will be using the Winery for Fair family parking this year
  - We hope to have shuttles from the Winery
- Public will be in Trotters & North Miss Piggy's, possibly Kermit's and Dead Lot
- Only two kinds of vehicle stickers this year (regular vehicle stickers and Far Side vehicle stickers)

### **Site Report**

- Wildflowers are in bloom!
- Please contact VegEManecs before cutting and clearing any vegetation
- Site is very wet. Please keep wheeled devices on gravel as you will most likely get stuck otherwise.
- What Barn damaged by December storm. Repairs are nearly complete.
- Site has flooded this winter, but not much damage sustained.
- Tree falls:
  - Across 13<sup>th</sup> by booth 210

- Behind booths on Shady Lane
- Childcare West
- This spring a local willow expert and his team volunteered with Fair and completed planting 10,000 willow stakes on site to reduce erosion in our most vulnerable erosion locations along the Long Tom River. You will see the areas along the path this year and we plan to erect educational signage and a barrier for safety.
- Please be respectful of Archaeology's mission. Talk to them before digging on site.
- Emerald Ash Borer (EAB) has potentially been found as far south as Salem.
  - <https://geo.maps.arcgis.com/apps/dashboards/e6ff6b60f63b4c489cdee61315a85535>
  - No firewood is to be brought to site; no firewood is to be taken from site
    - Contact site employees if you need firewood
  - No wooden pallets on site
    - Contact site employees if you need a plastic pallet
  - Please do not bring live edge wood to site
    - Contact Site Manager if you have questions

### **Ticket Sales / Marketing**

- 3-day passes are sold out.
- ~30% sold out on Saturday
- Entertainment lineup to be announced Thursday 4/20/23 via social media blast.
- Spring Fling – May 6 @ WOW Hall in Eugene (6pm)

### **Inventory Update**

- Eric Nusbaum taking over for Lucy's old role
  - Will be taking appointments in his home; appointments at yurt beginning June 10
  - Please bring him food
- Food voucher distribution
  - Schedule appointments early for large crews
- Four Winds will be closing June 30 @ 11.59pm
- Appointments to be scheduled on week nights and weekend before Fair
- Please contact Inventory with any issues you're experiencing BEFORE your appointment
- Email [inventoryyurt@oregoncountryfair.org](mailto:inventoryyurt@oregoncountryfair.org) to make appointment

### **Contracts**

- Mark will work with all contracts
  - Contact him at [mark@oregoncountryfair.org](mailto:mark@oregoncountryfair.org) for Qs and info about contracts

### **Work Parties**

- Please use the [work party form](#) to help us know who is on-site and when, even during Pre-Fair/Main Camp.

### **Volunteers**

- The OCF Hook-Up Crew has mobilized
- Email [volunteering@oregoncountryfair.org](mailto:volunteering@oregoncountryfair.org) if you need volunteers or know someone who wants to volunteer

### **Crew PPE Needs**

- There is PPE remaining from 2022 – masks, gloves, hand sanitizer, disinfectant wipes.
  - Once it's all gone, Coordinators will need to use S&S budget to purchase more

**Next meetings:** June 4, 2023, Alice's firepit – 2 pm

New coordinator training – week of July 3, exact date will be announced

Resources:

[Contact Sheet](#)

[Coordinator Info Page](#)

[2023 Guidelines](#)